

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

**March 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**

<b>4. Payrolls</b>	<b>February 27, 1998</b>	<b>\$272,441.13</b>
	<b>March 15, 1998</b>	<b>\$176,211.06</b>

**5. Budget Report**

**6. Health/Life Insurance Report**

**7. Closed Session Minutes**

**8. Obsolete Equipment**

- E. President's Report**

**1. Monthly Policy Reviews - 104.01, 105.01, 106.01, 107.01**

**2. Paul Simon Student Essay Contest Winners (attached)**

**3. Transfer Success (attached)**

**4. Student Lunch**

**5. WIEC Workshop at SVCC**

**6. IBHE Executive Director**

**7. Cross Country Coach Vacancy**

**8. Marketing Update**

<b>9. Endowment Challenge Grant I</b>	<b>\$1,047,248</b>	<b>+\$49,636</b>
<b>Endowment Challenge Grant II</b>	<b>\$1,042,693</b>	<b>+\$41,437</b>

- F. Financial Reports and Actions**

**1. Protection, Health, and Safety Project**

**2. Capital Renewal Project**

**G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and setting of a price for sale or lease of property owned by the public body)**

**H. Personnel**

- 1. Faculty Retirement**
- 2. Administrative Retirements**
- 3. Administrative Reappointments**
- 4. Contractual Reappointments**
- 5. Fringe Benefits Policy Revision (419.01- I Sick Leave) Second Reading**

**I. Other**

**April and May Board Meeting Dates**

**J. Reports**

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

**J. Adjournment**

**Board of Trustees Meetings**

**Wednesday, April 29, 1998(?)  
(If approved)**

**Tuesday, May 26, 1998 (?)  
(If approved)**

**June 22, 1998**

**ICCTA Monthly Meetings**

**No meeting in April**

**May 5, 1998, Renaissance Hotel  
Springfield**

**June 18, 19, 20-Annual Convention  
Renaissance, Springfield**

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

**March 23, 1998**

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on March 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	Tom Jensen
William Simpson	William Yemm
B.J. Wolf	Richard Groharing
Jennifer Leake	

**Absent:** Robert Thompson

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

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

**President's Report:** President Behrendt reported on the WIEC Workshop at Sauk, that the student housing agreement with Winter and Associates was nearing completion, that the President's Lunch with Students was a success and will be repeated, that the College had received approval for an AFA Degree, that the Paul Simon Student Essay Contest Winners were Jeri Ann Hose (first place) and Mary Abel (second place), that Sauk students continue to do superior work at the University of Illinois as compared to other community college

transfers, that the new Executive Director of the IBHE is Keith Sanders, that the College has a Cross County coach vacancy, that the Marketing Committee will be re-organized into the original five sub-groups, that the balance in the Endowment Challenge Grant I Fund is \$1,047,248 (+\$49,636) and the balance in the Endowment Challenge Grant II Fund is \$1,042,693 (+\$41,437).

Capital  
Renewal  
Project:

It was moved by Member Simpson and seconded by Member Jensen that the Board approve a Capital Renewal Project to resurface the College main entrance road at an estimated cost of \$140,909 to be submitted to the Illinois Community College Board and the Illinois Board of Higher Education for approval and then advertised for bids. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Protection,  
Health,  
and Safety  
Project:

It was moved by Member Wolf and seconded by Member Simpson that the Board approve the low bid of \$51,833 from Schmitt Plumbing & Heating to repair three cooling towers as a Protection, Health, and Safety Project. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Closed  
Session:

At 7:15 p.m., it was moved by Member Wolf and seconded by Member Simpson that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and setting a price for sale or lease of property owned by the public body. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Regular  
Session:

The Board returned to regular session at 8:30 p.m.

Faculty  
Early  
Retirement  
Request:

It was moved by Member Simpson and seconded by Member Jensen that the Board approve the early retirement request of Mary Willett, Associate Professor of Nursing, effective at the end of the spring semester of 1999. In a roll call vote, all voted aye. Student Trustee Leake advisory vote: aye.

Administrative Retirements: It was moved by Member Wolf and seconded by Member Yemm that the Board approve the retirement request of Zollie Hall, Dean of Business, Technology, & Natural Sciences, effective June 16, 1998 and Larry Lagow, Director of College Relations, effective January 1, 1999. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Administrative Reappointments: It was moved by Member Andersen and seconded by Member Yemm that the Board approve the administrative reappointments as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Contractual Reappointments: It was moved by Member Jensen and seconded by Member Simpson that the Board approve the contractual reappointments as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Fringe Benefits Policy Revision - Sick Leave: It was moved by Member Andersen and seconded by Member Simpson that the Board approve (for second reading) the attached revisions to the Fringe Benefit Policy 419.01 (I-Sick Leave). In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye

Board Meeting Date Changes: It was moved by Member Andersen and seconded by Member Jensen that the Board approve date changes for the April and May meetings. The April meeting will be held on Wednesday, April 29 and the May meeting will be held on Tuesday, May 26. In a roll call vote, all voted aye. Motion carried. Student Trustee advisory vote: aye.

Reports: Student Trustee Leake reported on the President/Student Lunch, Prairie-Quest Fest, the Blood Mobile, and that the Commencement speaker will be a student volunteer.

ICCTA Representative Wolf reminded the Board of the NWICCTA Regional meeting at Illinois Valley on March 24 and that Lobby Day will be held on May 5 this year in Springfield.

Page #4  
March 23, 1998

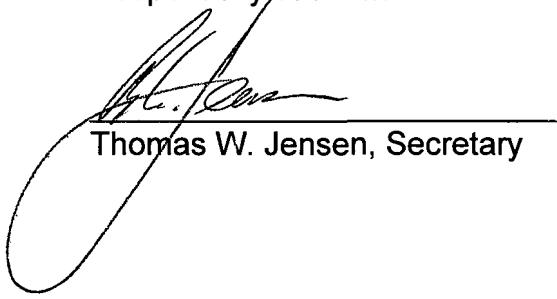
Foundation Liaison Yemm reported on the meeting held on February 24 at which time the Foundation received a report on donations to the College and what the funds were used for, the Honors Program, and suggested new investment procedures.

Board Chair Groharing reported that a dedication ceremony was planned for the new ICCB and ICCTA building in Springfield on March 25, 1998 and asked that any Trustee that would like to accompany him and Richard please let Marilyn know.

Adjournment: Since the scheduled business was completed, it was moved by Member Jensen and seconded by Member Andersen that the Board adjourn. The next regular meeting will be held on April 29, 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 8:30 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley

DATE: March 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</u> <u>Feb 1998</u>	<u>Plan Year</u> <u>To Date</u>
Revenue	\$58,404.45	\$358,188.06
Expenses:		
Medical claims	(52,903.98)	(361,400.68)
Fixed Costs	<u>0.00</u>	<u>(81,048.13)</u>
Revenue in excess of expenses	5,500.47	(84,260.75)
Beginning Accumulated Medical Insurance Pool at July 1, 1997		<u>459,880.38</u>
Ending Accumulated Medical Insurance Pool at February 28, 1998		<u>\$375,619.63</u>

n

cc: Insurance Advisory Committee  
Kris Murray

For Board Meeting of  
March 23, 1998

Agenda Item D-7

Closed Session Minutes

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

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

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
February 1, 1995	Appointment, Employment or Dismissal of an Employee
March 27, 1995	Collective Bargaining
April 27, 1995	Collective Bargaining; also Litigation When an Action has been Filed or is Probable
May 22, 1995	Collective Bargaining
June 26, 1995	Litigation When an Action has been Filed or is Probable; also Collective Bargaining
July 24, 1995	Collective Bargaining; also Appointment, Employment or Dismissal of an Employee
August 28, 1995	Collective Bargaining
September 29, 1995	Collective Bargaining
October 3, 1995	Collective Bargaining
October 18, 1995	Collective Bargaining
October 23, 1995	Appointment, Employment or Dismissal of an Employee
November 27, 1995	Appointment, Employment or Dismissal of an Employee
November 18, 1995	Appointment, Employment or Dismissal of an Employee
January 22, 1996	Appointment, Employment or Dismissal of an Employee
February 26, 1996	Appointment, Employment or Dismissal of an Employee

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
March 25, 1996	Appointment, Employment or Dismissal of an Employee
April 22, 1996	Appointment, Employment or Dismissal of an Employee
May 28, 1996	Appointment, Employment or Dismissal of an Employee; Collective Bargaining
June 17, 1996	Appointment, Employment or Dismissal of an Employee
July 22, 1996	Appointment, Employment or Dismissal of an Employee
August 26, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
September 30, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
November 25, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 24, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Sale or acquisition of real estate.

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
April 28, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees.
May 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 23, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Pending litigation.
July 28, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Collective Bargaining
August 25, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Pending litigation. Collective Bargaining.
September 22, 1997	Collective Bargaining. Pending litigation.
October 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Collective Bargaining.
December 22, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees. Sale or acquisition of real estate.

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



For Board Meeting of  
March 23, 1998

Agenda Item D-8

**OBSOLETE EQUIPMENT**

Since we have replaced microscopes in two of the Biology labs, we have tried to find a market for the used ones. The best offer we have received was from Segermark in the amount of \$2,475.

**RECOMMENDATION:** Board approval to sell the used microscopes to Segermark for \$2,475.

microscopes

March 

**MEMORANDUM**

TO: Jami Bradley  
FROM: Zollie W. Hall *Zollie*  
DATE: March 17, 1998  
SUBJECT: Disposal of Microscopes

Last fall we purchased 50 microscopes to replace those in two biology labs. Therese has contacted several places about purchasing the used microscopes. Two places were interested in purchasing them. The microscopes need a great deal of work and parts are hard to obtain. Segermark has offered us \$2,475.00 and Scientific Supply has offered \$1,435.00 for the used scopes.

Recommendation: The college sell the used microscopes to Segermark.

c: Therese Wood

bs

### 104.01 Adopting, Rescinding and Revising Board Policies

The following procedures shall be observed by the Board to adopt, rescind or revise Board policies and regulations:

- A. All policies of the Board shall be deleted, changed or revised by a majority vote of the full membership of the Board at the next regular or special meeting of the Board following the introduction of the matter in a regular meeting of the Board.
- B. A rule or resolution of a permanent nature may be adopted by a majority vote of the full membership of the Board, if notice of the proposed action is given at a previous meeting in accordance with the above.
- C. Following the election and seating of new members of the Board, the Board, recognizing that it is a continuing body, assumes all policies, regulations and rules of the preceding Board and continues them in effect until such policies, regulations and rules are amended and rescinded.
- D. Unless otherwise stated to the contrary, all policies and regulations adopted by the Sauk Valley Community College Board of Trustees shall be in full force and effect at the time of their adoption by the Board.
- E. The foregoing notwithstanding, the Board of Trustees may make changes in policy by resolution approved by roll call vote at any meeting, without prior written notice or reading, under the following circumstances: (I) in the event a title of a position at the College is changed, references in policies to that position can be changed to use the new title, so long as such change does not have any substantive affect on the policy, (ii) in the event of change of policy numbering systems, the numbers may be changed, so long as no substantive change is made in the policy or its potential applicability.

3/23/81

3/23/87

5/21/90

**105.01 Instruction in Writing**

The Chair of the Board may require any resolution, main motion, amendment, or instruction to a committee or official of the College to be in writing.

2/12/79

106.01 Principles for Board Authority

The Board has legal authority to act when in regular or special meetings.

A majority of full membership of the Board shall constitute a quorum. When a vote is taken upon any measure before the Board, a quorum being present, a majority of the votes of the members voting on the measure shall determine the outcome thereof.

2/12/79

107.01 Organization and Meeting of the Board of Trustees

After each election of members, the Board will meet on or before the first Monday in December to certify the election results and organize by electing a Chair, Vice Chair, and a Secretary. Other reorganizational activities such as the following shall also be completed:

- Appoint the Treasurer
- Appoint the attorney for the district
- Designate the bank depositories
- Designate regular monthly dates for Board meetings
- Pass a resolution to reconfirm existing policies and regulations

The Board shall meet at the college in regular session on the fourth Monday of each calendar month except when changes are announced in advance. Meetings will be scheduled for 7:00 p.m. unless otherwise announced in advance.

3/23/81  
7/27/81  
10/24/83  
8/27/84  
3/23/87  
1/22/90 - effective 12/1/90

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

**DATE:** March 11, 1998

**TO:** Dr. Behrendt

**FROM:** Phil Gover 

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

Attached are copies of the winning essays for the ICCTA contest. First place was won by Jeri Ann Hose and second place went to Mary Abel.

js

attachments

## **PAUL SIMON STUDENT ESSAY CONTEST**

### **"How my Community College has Changed my Life"**

**JeriAnne Hose**

My backpack tugged heavily on my unsure shoulders as I timidly stepped into the classroom. My cautious eyes quickly scanned the classroom. I quietly took a seat in the back row, observing my new environment. I couldn't help but notice a dark haired Latino chatting happily with a pretty Latina. I wistfully gazed at him -- if college was anything like high school, he wouldn't give me the time of day.

\* \* \* \*

One semester later, I strode confidently into my class and casually slung my backpack down in front of my first row seat. Fellow ALAS members were in the midst of a heated discussion regarding the White House scandal. As a political science major, I will (as our infamous Monica) be working as an intern in the White House this summer. But I, of course, know better than to hit on the President. I plopped down in an empty chair to join the conversation.

\* \* \* \*

Are you confused ? I just described the same person. Myself, actually. How can a person change so drastically after one semester at a community college? What caused this metamorphosis?

I knew in my heart that if I went to Rockford College right after high school, I would be busy adjusting to my new four-year home. But if I choose Sauk, I could live at home and work my familiar part time job. I could focus on my grades and get a great transfer scholarship. Well, I am a good student, and after earning a 3.75 GPA my first semester, I needed some other activities;

something that could challenge my abilities. I needed something to help me develop valuable skills needed in the future.

Walking to class one day, I saw a flyer announcing a Student Government meeting. Anyone could join? ~~Because I hadn't been popular in high school, I never got the chance to be part of Student Council.~~ Opportunity knocked, and I kicked that door open so hard that the hinges popped off. At that first meeting, I was appointed a Senator, and quickly got to work planning campus activities and interacting with the administrators at Sauk. Not only did I get the chance to plan fun activities, I also learned quite a few job skills. In order to accomplish anything, group cooperation is crucial; everyone's voice should be heard. ~~Because I was recently appointed Vice President, I learned time management and the importance of organization (now I know why the Roman Empire collapsed – they didn't have three-ring binders, legal pads, or clipboards).~~

Do you understand the change now? Because I decided to begin at a small school, It was easier to participate in campus activities. I developed leadership skills, which will help me when I transfer to that larger school. Socially, it sure is easier to remember everyone you meet at a small school. It seems that everyone is friends with everyone. Remember that Latino boy I mentioned earlier? He's my best friend.

## How Community College has Changed My Life

In the space reserved for comments on my first grade report card, the teacher wrote the following words: "Mary is falling behind because her slowness handicaps her." As the years progressed--third grade, sixth, eighth--the word "slow" kept appearing. I had been labeled and the label stuck.

Was this true? Or had I been reminded so many times of my slowness that it just became a self-fulfilling prophecy? I don't know. But somewhere deep inside of me I knew I would never be more than average. I was slow.

My parents also accepted this label. I was never reprimanded the way my brothers were for report cards full of "C's". They knew I was doing the best I could.

As I moved into junior high and high school, a counselor I never met decided that I was a "non-college bound student," and I was tracked into vocational training. My parents agreed with this determination. My mother's words still ring in my ears: "The world will always need secretaries."

I spent the last two years of high school being trained in the secretarial sciences. They even helped me find a job: I was set. I got married, had two children, and continued to work in my predetermined profession. But as the years went by, a little voice in the back of my mind nagged at me: I was capable of more.

So, at an age when most people have long finished college and are well into their careers, I became a college freshman. Of course, I was scared to death at the thought of doing college-level work, so I started slow. I enrolled in one class that first semester: English 101. This class changed my view of myself as a student. And it changed my life.

My instructor told me that one of the short stories I had written was, with a little work, publishable. I was overwhelmed. I could barely remember a teacher speaking to me directly, much less giving me this type of praise. He even took the time to explain the process of publication. And I received an "A" in the class.

The next semester I found the courage to enroll in two classes, one of which was English 103: The dreaded research paper. I worked hard on this paper, and was thrilled when my instructor asked if he could use it as an example for future classes. And I received two more "A's."

Community college has changed my life in a way I never thought possible. As I graduate from Sauk Valley Community College this May with a 4.0 grade point average, I take with me more than an education. I take a self-confidence that I know will help me to succeed at the university level and beyond. Through the attention and guidance I have received from my instructors and counselors, community college has helped me discover that I have talent; that my point of view is important; that I can contribute to the classroom and maybe even the world. Community college has helped me discover that I am smart.

# SAUK VALLEY COMMUNITY COLLEGE

## VICE PRESIDENT OF STUDENT SERVICES

### MEMORANDUM

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**TO:** Dr. Richard Behrendt  
**FROM:** Dr. Joan E. Kerber *JK*  
**DATE:** March 18, 1998  
**SUBJECT:** Transfer GPA Comparisons

As always, I like to keep you informed of the progress of our transfer students. Once again, I am proud to announce that Sauk Valley Community College has demonstrated quality instruction through their transfer record. The following grade point average comparisons have been sent to us from the University of Illinois, Urbana-Champaign for the Fall 1997 semester. Even though our transfer numbers are not tremendously large at this four year institution, it is clear that our students are not only competitive at the University of Illinois, but are doing superior in comparison to the three other groups indicated.

#### University of Illinois At Urbana-Champaign Transfer Student Summary Progress Report

#### Fall 1997 Data for Students Entering Fall 1996

All 9 Community College Transfers from Sauk Valley Community College	All 575 Community College Transfers at Urbana-Champaign	All 345 Four-Year College Transfers at Urbana-Champaign	All 4438 Continuous Juniors at Urbana- Champaign
Community College Transfer GPA	Community College Transfer GPA	Four-Year College Transfer GPA	UIUC Lower Division GPA
Median 3.71	Median 3.35	Median 3.25	Median 3.10
Mean 3.64	Mean 3.32	Mean 3.26	Mean 3.08

### **Fall 1997 Data for Students Entering Fall 1997**

<b>All 8 Community College Transfers from Sauk Valley Community College</b>	<b>All 689 Community College Transfers at Urbana-Champaign</b>	<b>All 343 Four-Year College Transfers at Urbana-Champaign</b>	<b>All 4900 Continuous Juniors at Urbana- Champaign</b>
<b>Community College Transfer GPA</b> Median 3.50 Mean 3.51	<b>Community College Transfer GPA</b> Median 3.33 Mean 3.31	<b>Four-Year College Transfer GPA</b> Median 3.26 Mean 3.23	<b>UIUC Lower Division GPA</b> Median 3.09 Mean 3.07

Our faculty, staff, and students need to be commended on a job well done. These comparisons once again confirm that we have every right to boast about the quality education that our students are receiving at Sauk Valley Community College. Both Student Services and Instructional Services can take pride in this display of excellence.

jek/js

For Board Meeting of  
March 23, 1998

Agenda Item F-1

**PROTECTION, HEALTH, AND SAFETY PROJECT**

At the October meeting, the Board approved repairs to the College cooling towers. After advertising, the College received two sealed bids. The low bid of \$51,833 from Schmitt Plumbing & Heating of Dixon meets bid specifications.

**RECOMMENDATION:** Board approval of the low bid of Schmitt Plumbing & Heating in the amount of \$51,833.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

**TO:** Dr. Richard Behrendt  
**FROM:** Jami V. Bradley *jb*  
**DATE:** March 16, 1998  
**SUBJECT:** Protection, Health and Safety Project

At its October, 1997 meeting, the Board approved the repair of the wood flooring, seal strips, splash boxes, and nozzles within the three cooling towers. After due advertisement, the College received two sealed bids for this project. The bid opening information sheet is attached.

The low bid of \$51,833 from Schmitt Plumbing & Heating (Dixon, IL) meets bid specifications. This amount does not include the Architect/Engineering fee of \$4,147 so the total cost of the project will be approximately \$55,980. The College had received approval from ICCB for this project in the amount of \$54,040, to be paid out of the Protection, Health and Safety Fund. Since the bid amount is less than 5% above the \$54,040, no additional approval is needed from ICCB.

I recommend acceptance of the bid of \$51,833 by Schmitt Plumbing & Heating, Dixon, Illinois.

n  
att

**SAUK VALLEY COMMUNITY COLLEGE**

**BID OPENING - COOLING TOWER REPAIRS PROJECT**

**MARCH 12, 1998**

**2:30 p.m. - Board Room**

Present for Bid Opening: Jim Frederick, Ross Herren, Dave McVey (Gage Consulting Engineers Rep.) and Nancy Breed

<u>Name of Bidder</u>	<u>Total Bid</u>
Schmitt Plumbing & Heating Dixon, IL 61021	\$51,833
John A. Loos Sons, Inc. Sterling, IL 61081	\$59,000*

\*An additional \$15,000 was added to this base bid to extend the completion date beyond the date specified in the bid documents.

**SAUK VALLEY COMMUNITY COLLEGE  
PROTECTION, HEALTH AND SAFETY PROJECTS (TAX LEVY)  
December 22, 1997**

<u>PROJECT</u>	<u>Approved Budget</u>	<u>Projected Completion-Calendar Year</u>
1 ADA Accessibility Modifications	226,900	1998 (A)
2 Door Hardware (safety)	98,300	1998 (A)
3 Energy Efficiency Lighting	375,200	1998 (A)
4 Chiller Rooms and Theater Asbestos Removal, and Replace Curtain	200,000	1997 (A)
5 Repair Cooling Towers	54,040	1998 (B)
6 Walkway Lighting Repairs	26,861	1998 (B)
7 Repair Building Perimeter Cracks	226,584	1998 (B)
8 Well House Roof Membrane	36,222	1998 (B)
9 Retaining Wall Repair	30,180	1998 (B)
10 T-3 Roof Repair	30,645	1998 (B)
11 Tennis Courts	36,270	1998 (C)
12 Life Safety Egress Corrections	40,000	1998
13 HVAC Improvement-(Basement Kitch., Bio., Chem., Prnt Shop)	150,000	1999
14 Asbestos Abatement, Fire Partitions/Corridors	254,000	1999
15 Repair Sidewalk Heating System	25,000	1999
16 Asbestos Abatement-(1K4,theater,gym)	85,000	1999
17 Repair Climate Control System (AHU 4)	75,000	1999
18 Replace HVAC Controls	275,000	2000
19 Upgrade Domestic Water System	50,000	2000
20 Chilled Water Loop	250,000	2000
21 Replace Chiller	350,000	2001
22 Replace AHU 15	100,000	2001
23 Replace Roof Over Admissions	40,000	2001
24 Repair Primary Electrical System	100,000	2001
25 Replace Chiller	375,000	2002
26 Replace AHU 2	100,000	2002
27 Replace AHU 1	100,000	2002

(A) Project has been approved by the SVCC Board, ICCB and IBHE - In Progress.

(B) SVCC Board approved at October and November Board Meetings and approved by ICCB.

(C) SVCC Board approval will be sought at December Board meeting.

For Board Meeting of  
March 23, 1998

**Agenda Item F-2**

**CAPITAL RENEWAL PROJECT**

We are recommending approval of the attached Capital Renewal Project to resurface the College's main entrance road at an estimated cost of \$140,909.

**RECOMMENDATION:** Board approval to submit this project to the Illinois Community College Board and the Illinois Board of Higher Education and then advertise for bids.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

**To:** Dr. Richard Behrendt

**From:** Jami V. Bradley *MB*

**Date:** February 27, 1998

**Re:** Capital Development Board Project - Resurface Roadway

The main roadway to the College used by all students and staff is deteriorating. Resurfacing of the roadway qualifies for funding under the College's Capital Renewal Funding through the Capital Development Board. Capital Renewal Projects require Board approval before being submitted to ICCB and IBHE (see attached application).

The road was last resurfaced with a slurry seal in 1992-93 and now the surface is cracking and is crumbling away in some sections along the edge. The roadway is a bituminous surface and is 24 feet wide and 3,000 feet in length. The existing traffic to the facility is estimated to be 7,000 average daily traffic with 1% being truck traffic. (The truck traffic runs the full length of the main road to the service entrance at the rear of the building.)

In May 1997, the College contacted Jerry Hinrichs, of Willett, Hofmann & Associates Inc., of Dixon IL, to begin planning for resurfacing of the roadway and parking lots. Mr. Hinrichs provided four possible alternatives for the College's consideration. These alternatives provided a wide range of cost estimates along with the respective useful life of each option. We determined that the best solution for the College was the option that would resurface the road with 2-1/4" of bituminous hot mixture and would last for approximately 10-13 years.

Then in November 1997, we contacted Robert Leslie, of Testing Engineers, Inc., of Dixon IL, to conduct a subsurface investigation of the roadway. As a result of this investigation they determined that the existing surface and underlying base material could be pulverized in place and recycled as the new base, which would produce the best long term outcome at the best price.

I recommend Board approval of the Capital Renewal Project to resurface the College's main entrance road at an estimated cost of \$140,909. (Please note that this is just for the roadway- Mr. Frederick thinks he can continue patching the parking lots for a few years before they need re-surfacing.)

Illinois Community College Board

APPLICATION FOR  
CAPITAL RENEWAL GRANT FUNDS

District Name Sauk Valley Community College District Number 506

Contact Person Jami V. Bradley Phone No. (815) 288-5511

Project Name Road Resurface Date 2/27/98

Please provide the following:

1. A narration which justifies the use of capital renewal funds for the project:

The road was last resurfaced in 1992-93 with a slurry seal which now has random cracks and is crumbling away in some areas along the edge. The existing traffic to the facility is estimated to be 7,000 average daily traffic, with 11% being truck traffic which extends the full length of the main road to the service entrance at the rear of the building. The College contacted a local engineering firm to develop proposals for resurfacing of the roadway and parking lots. It was determined that the best option would be to resurface the road with 2 $\frac{1}{4}$ " bituminous hot mixture which should last approximately 10-13 years.

2. A project scope: (Where applicable, provide site location and facility.)

Clean existing surface, apply primer and 2 $\frac{1}{4}$ " bituminous hot mix laid in two lifts and aggregate shoulder wedge. By laying in two lifts the centerline joint could be offset and providing for a better riding surface. Will require pulverizing the existing surface and underlying base material and recycling this as the new base; constructing various "butt" joints to existing bituminous surfaces, to provide positive drainage depending on order of parking lot improvements and at curb lines to prevent filling of curb. Estimated life expectancy is 10-13 years. See Attachment A.

3. Estimated project budget: (Please detail major work items and include contingency costs as well as A/E fees. Provide any attachments necessary to detail the proposed budget.)

Construction Cost	\$118,610
10% Contingency Fee	11,861
A/E Fee	<u>10,438</u>
	<u><u>\$140,909</u></u>

See Attachment B for more detailed breakdown of costs for project.

If A/E Firm will use a consultant, please provide the following information;

Name of Consultant/Firm Testing Engineers, Inc.

Type of Work to be performed (mechanical, electrical, etc.) Subsurface testing

Percentage of work estimated to be completed by a consultant 1.4%

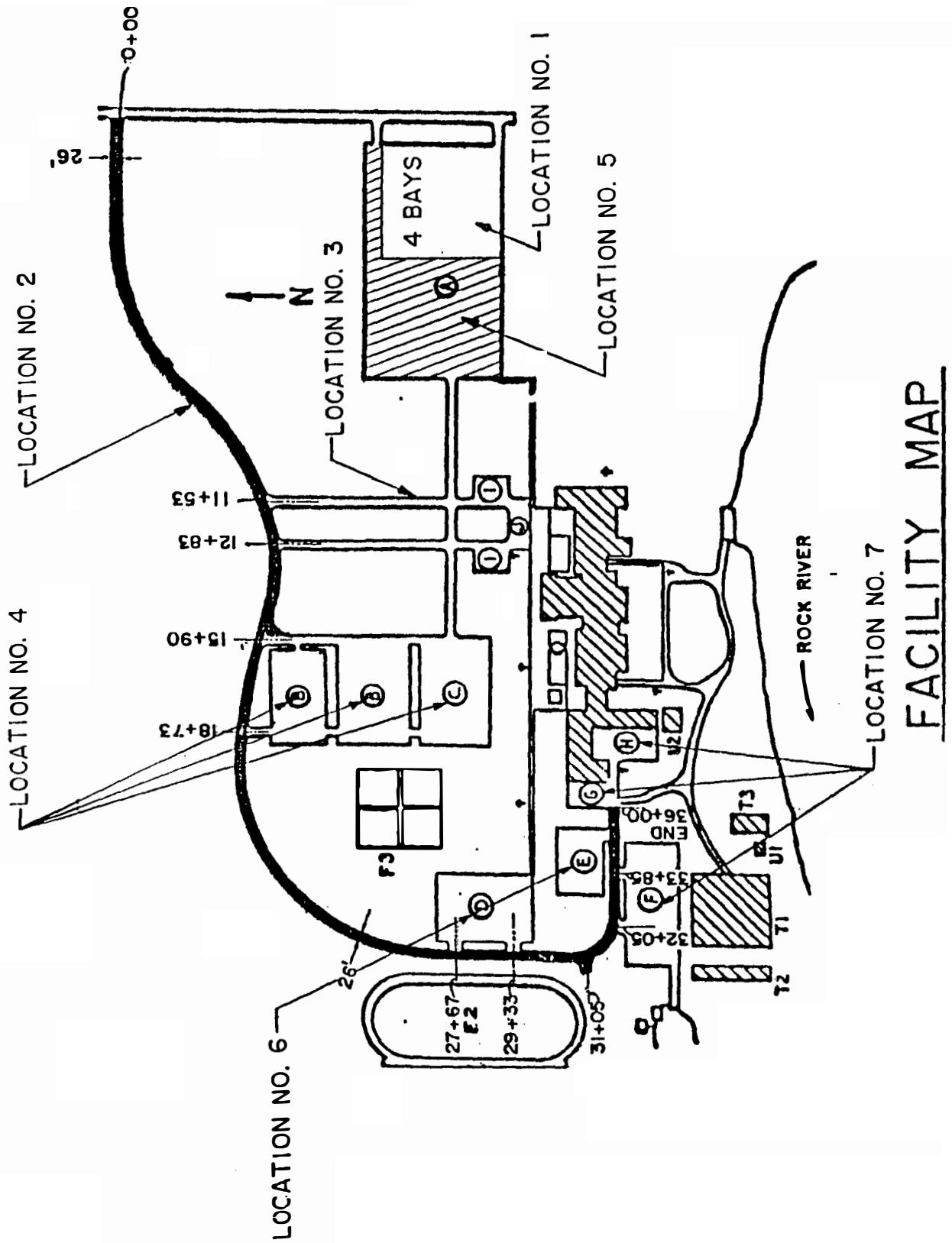
Minority or  Female owned business? Yes or No

6. Please attach a copy of the local board minutes approving the project.

*Please return this form along with any attachments and the board minutes to:*

Edward Smith  
Associate Director for System Finances  
Illinois Community College Board  
401 East Capitol Avenue  
Springfield, Illinois 62701-1711

ATTACHMENT A



## Estimated Project Budget

### ATTACHMENT B

<u>Items</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Roto-Till exist 5" of bit. mixture and place 2" bit. mixture - lower grade at curb and gutter				
Roto-Till	SY	10,400	\$3	\$31,200
Oil to Stabilize 5"	Gal	20,800	1	15,600
Prime	Gal	1,045	1	1,045
Bit. Mixture Mixture 2"	Ton	1,248	35	43,680
Subtotal				<u>91,525</u>
Widen existing 2" each side from main entrance to curb and gutter				
Excavation	CuYd	400	15	6,000
AGGR 11"	Ton	750	12	9,000
Till in Oil	SY	1,200	3	3,600
Oil to Stabilize	Gal	3,600	1	2,700
Prime	Gal	120	1	120
Bit Material	Ton	144	35	5,040
Curb and gutter alignment		25	25	625
Subtotal				<u>27,085</u>
Construction				118,610
10% contingency				11,861
A/E Fee				<u>10,438</u>
<b>Total</b>				<b><u>\$140,909</u></b>

For Board Meeting of  
March 23, 1998

**Agenda Item H-1**

**FACULTY EARLY RETIREMENT REQUEST**

We have received an early retirement request from Mary Willett, Associate Professor of Nursing. Mary joined the Nursing faculty in 1982 and is requesting early retirement to be effective at the end of the spring semester of 1999.

**RECOMMENDATION:** Board approval to grant Mary Willett, Associate Professor of Nursing, early retirement effective at the end of the spring semester of 1999.

willett



# Sauk Valley Community College

February 25, 1998

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

Dear Dr. Behrendt,

This letter is submitted as a request to participate in the early retirement option offered by the college. I would like my retirement to become effective at the end of the Spring semester of 1999.

Sauk Valley Community College has been a wonderful work environment for me over the past 18 years and I will certainly miss the college and those people whom I have come to know over the years, but I want to be able to follow some of my other dreams now such as travel with my husband and spending more time with my grandchildren.

Thank you for considering my request.

Sincerely,

A handwritten signature in black ink that reads "Mary S. Willett".

Mary S. Willett

For Board Meeting of  
March 23, 1998

**Agenda Item H-2**

**ADMINISTRATIVE RETIREMENTS**

We have received retirement requests from Dean of Business, Technology, & Natural Sciences Zollie Hall, effective June 16, 1998, and Director of College Relations Larry Lagow to be effective January 1, 1999.

**RECOMMENDATION:** Board approval of the retirement requests from Zollie Hall, effective June 16, 1998, and Larry Lagow, effective January 1, 1999.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

173 IL Rte. 2, Dixon, IL 61021 • 815/286-5511

March 

**MEMORANDUM**

TO: Richard L. Behrendt, President  
FROM: Zollie W. Hall *Zollie*  
DATE: March 16, 1998  
SUBJECT: Retirement

The effective date of my retirement as Dean of Business, Technology and Natural Sciences will be June 16, 1998.

This decision was made after several discussions with you, Dr. Gover and members of the division. Special thanks is extended to all that made my tenure at Sauk interesting and rewarding.

c: Phil Gover  
Division Members



Sauk Valley  
Community  
College

Director of College Relations

March 17, 1999

Richard L. Behrendt, President  
Sauk Valley Community College

Dear Dr. Behrendt:

As I look back on 37 years of teaching and administrative experience at community colleges and universities in several different states, my first thought is that it's been a long fascinating run.

My second thought is how sad it will be to leave behind good friends and talented colleagues from throughout the College.

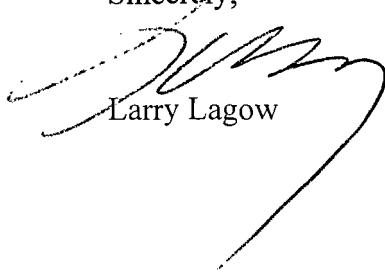
I have been impressed with what I've found at Sauk Valley: the trustees, the staff, and the student body. I have enjoyed working with you and wish the very best for you and the College.

The Foundation is an extremely valuable asset to the College and I will miss the many friends and colleagues on the Foundation Board with whom I have worked the past several years.

With these many thoughts in mind, I would like to request that you accept my retirement, effective January 1, 1999.

I expect to pursue several areas of personal interest and plan to finish at least one of the books I've started.

Sincerely,



Larry Lagow

For Board Meeting of  
March 23, 1998

Agenda Item H-3

**ADMINISTRATIVE REAPPOINTMENTS**

Each year, we act on administrative reappointments. The following personnel are recommended for reappointment for the positions shown for 1998-99:

**Continuing Appointments Per Policy 401.01**

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

**Two Year Contracts Per Policy 409.01**

Bradley, Jami	Vice President of Administrative Services
Damhoff, Russ	Director of Athletics, Head Men's Basketball Coach, and Director of Sports Information, Athletic Booster Club and Intramurals
Devan, Curt	Coordinator of Personnel Services
Frederick, Jim	Director of Buildings and Grounds
Gospodarczyk, Tom	Dean of Corporate and Community Services
Gover, Phil	Vice President of Instructional Services
Johnson, Rose	Director of Health Careers Education
Kerber, Joan	Vice President of Student Services
Ullrick, Steve	Director of Admissions, Records and Placement

**One Year Contract Per Policy 409.01**

Cottrell, Harry	Director of Grants, Planning, and Institutional Research
Meyer, Paula	Business Manager
Castelein, Karen	Community Service Coordinator (1/2 time)

**RECOMMENDATION:** Reappointment of the administrators as indicated.

For Board Meeting of  
March 23, 1998

Agenda Item H-4

**CONTRACTUAL REAPPOINTMENTS**

The following contractual employees have been recommended for reappointment for the 1998-99 year pending continuation/renewal of their grants/contracts, and for the time periods specified:

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

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

For Board Meeting of  
March 23, 1998

Agenda Item H-5

FRINGE BENEFITS POLICY REVISIONS (419.01 - I SICK LEAVE)

(SECOND READING)

The attached sick leave policy revision was presented to the Board for first reading at the February 23, 1998 meeting.

**RECOMMENDATION:** Board approval of the attached revision to the Fringe Benefit Policy 419.01 - I Sick Leave for second 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  
March 23, 1998

Agenda Item I

APRIL AND MAY BOARD MEETING DATES

Since the April meeting date is a conflict for President Behrendt, and the May meeting date falls on Memorial Day, we are requesting approval to make the following dates as Board meetings:

Wednesday, April 29, 1998 - 7 p.m.

Tuesday, May 26, 1998 - 7 p.m.

RECOMMENDATION: Appropriate action.

March 15, 1998

To:           Board of Trustees  
From:        Dick Groharing *Dick*  
Subject:      March 13-14 ICCTA Meeting

The luncheon speaker on Saturday was Dr. Keith Sanders, new Executive Director of the IBHE. Dr. Sanders discussed some of his ideas for the system of higher ed, and his philosophy on the structure of the system. He certainly has a different perception of the value of the community college system than Dr. Richard Wagner, who he replaced. He actually talked about more autonomy for the ICCB in both the budgetary process, and in program development. It amazed me. I believe we can all look forward to his tenure.

The seminar on workforce training reinforced my thinking on the importance of the role we as a college play in this sector. It was pointed out that just a few years ago the workforce was 20% professionals, 60% unskilled workers, and 20 % skilled workers. By the year 2000 it will be 20% professionals, 17% unskilled, and 63% skilled. Of the skilled workers, 85% of them require post-secondary education. It is our job to become a major player in this.

The Finance Committee formally approved the FY 98 ICCTA budget which was approved in turn at the Board of Reps meeting Saturday morning. (See attached) We also discussed some ways for the ICCTA to raise money from other sources in order to take some pressure off our dues structure. Those ideas the staff were told to explore were: 1) Associate membership in the ICCTA would be offered to select firms doing business with our colleges; 2) Expand the ICCTA retreat service; 3) Self insured group health insurance.

Though you will be receiving the report of the Board of Reps meeting from the ICCTA office, I should mention that the Nominating Committee reported their selection for next year's officers as follows:

Vice Pres, Mike Sullivan - Lakeland CC  
Secy, Lin Warfel - Parkland CC  
Treas, Maxine Hill - Oakton CC

FISCAL YEAR:	1997-1998	1998-1999	<u>CATEGORY EXPLANATIONS</u>
COMPENSATION			
Salaries	274,071	282,277	Unemployment = unemployment insurance tax
Health, Dental, Life	24,570	19,665	SURS pickup = portion of SURS employee payment paid by ICCTA
Unemployment	402	280	
Medicare	3,716	4,610	
Workers' Comp	2,310	1,925	Legis. Consult. = Contracted legislative services
Retiree Health Ins.	0	700	
Sick Leave Payout	1,216	1,216	
SURS	24,667	25,433	Staff Mtg. Exp. = Costs incurred by ICCTA staff who are covering meetings vital to trustees. Examples: ISAC, HRJC, IBHE, ISBE, Presidents Council, local board meetings and retreats
SURS Pickup	16,444	16,937	
LEGIS. CONSULT.	29,511	10,000	
STAFF MTG. EXP.	36,125	37,181	
AUTO OPERATION	5,684	6,758	Hospitality = Costs related to visits to ICCTA by state and local officials
HOSPITALITY	1,375	1,375	
ICCTA MTG. EXP.	9,089	9,802	Subscriptions = print and electronic legislative information services and a variety of other news sources as well as items for the ICCTA library
SUBSCRIPTIONS	10,185	10,484	
OFFICE EXPENSE			
Rent	19,035	34,000	Awards = trophies and mementos for ICCTA annual convention. Most are awarded to faculty and community college patrons
Parking	1,874	0	
Equip. Deprec.	18,134	23,105	
Postage	21,970	18,000	
Printing/Copying	13,550	14,450	
Office Supplies	17,840	18,340	
Telephone	14,000	18,000	
Equip. Maint.	6,355	9,000	
Computer Support	5,000	6,000	
Audit	3,780	2,250	
Renter's Insurance	2,765	2,847	
Part-time help	2,100	2,100	
AWARDS	12,708	10,000	
GRAND TOTALS	578,476	586,735	
			<u>Note:</u>
			1. The increase shown above is \$8,259 or 1.4% over the current year, 1997-98. This is well below the rate of inflation.
			2. On January 9, the ICCTA Finance Committee recommended that 1998-99 spending not exceed an amount determined by increasing members' dues by 2.9% and using available reserves to cover an additional 1.8% of budget. (Staff had recommended no use of reserves and a 4.7% increase in dues but that recommendation was rejected in favor of the 2.9% total dues increase.)

COLLEGE/CHAIR/REP/ALT

<u>COLLEGE</u>	<u>CHAIRMAN</u>	<u>REPRESENTATIVE</u>	<u>ALTERNATE</u>
Belleville	Norman Owca	Kay Bennett	Ken Joseph
Black Hawk	Steven Spivey	John T. Ahern	
City Colleges	Ron Gidwitz	Ferdinand Hargrett	
Danville	Nancy Bates	Richard Cheney	Nancy Bates
DuPage	William Bunge	Micheal McKinnon	
Elgin	John Duffy	(Same)	Brian Husted (1st Alt.) Jeanette Mihalec (2nd Alt.)
Harper		Richard Gillette	
Heartland	Sharon Tarvin	Cindy Brand	Roger Tuttle
Highland	Dennis Endress	Dr. Wayne Chapin	
Illinois Central	Paul Coogan		
Illinois Eastern	Kent Wattleworth	G. Andrew Fischer	James W. Lane, Jr.
Illinois Valley	Kristine A. Paul	Deborah L. Sweeden	
Joliet	David Cryer	Dr. John Hertko	Susan Block Gregurich
Kankakee	Hugh VanVoorst	Betty Meents	
Kaskaskia	Bob Gaffner	Jim Beasley	
Kishwaukee	Don Huftalin	Jim Russell	
Lake County	Patricia Jones	Barb Oilschlager	Rich Anderson Nancy Block Doris Reynolds
Lake Land	James Shaffer	Mike Sullivan	
Lewis & Clark	Robert L. Watson	Chris Ringhausen	
Lincoln Land	Craig Findley	Carl Oblinger	Craig Findley
Logan	Leslie McCollum	Jake Rendleman	John W. Sanders
McHenry	Barbara Walters	David T. Murphy	Barbara Walters
Metropolitan Comm.	Pearl M. Washington	Dr. Edna Allen	Pearl Washington
Moraine Valley	John J. Daley	(Same)	
Morton	Thomas Nichin	Mary Karasek	
Oakton	Joan B. Hall	Ray Hartstein	Joan B. Hall
Parkland	John Albin	James Ayers	Linden A. Warfel
Prairie State	Edward Gardiner	M. Monteleone	
Rend Lake	David Edmison	Marvin Scott	
Richland	Cathy Coulter	Thomas England	Wayne Dunning
Rock Valley	Randy Schaefer	Donald Johannes	
Sandburg	D. Wayne Green	(Same)	Tom Wilson
Sauk Valley	Richard Groharing	Dr. B. J. Wolf	Richard Groharing
Shawnee	Steve Heisner	William Whitnel	Richard Trampe
South Suburban	Frank Zuccarelli	Patricia Wojcikowski	
Southeastern	Charles Hearn	Dean West	
Spoon River	Henry Dare	Dave Maguire	Linda Butler
Triton	Mark R. Stephens	Donna Leoni Peluso	
Wood	Mary Ellen Orr	Judith Tucker	

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 March 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	4.16	\$692,694.61
Bookstore Account	Sterling Federal, Sterling	4.02	115,747.16
Illinois Public Treasurers	First of America Bank, Springfield		
Investment Pool	Springfield	5.47	693,091.14
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>1,501,532.91</b>
<b>NON-INT. BEARING ACCOUNTS</b>			
Restricted	Sterling Federal, Sterling		157,219.29
Insurance Account	Sterling Federal, Sterling		0.00
<b>SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS</b>			<b>157,219.29</b>
<b>MONEY MARKET</b>			
ABN-AMRO Investment Services, Inc.		5.06	7.27
<b>SUBTOTAL MONEY MARKET FUNDS</b>			<b>7.27</b>
<b>TOTAL CHECKING ACCOUNTS</b>			<b>\$1,658,759.47</b>

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
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	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
Working Cash	Community 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	Milledgeville State Bank	5.76	08-28-98	100,000.00
Building Bond Proceeds	Amcore Bank, Sterling	5.75	02-19-99	1,000,000.00
<b>SUBTOTAL INVESTMENTS</b>				<b>\$5,500,000.00</b>

**BOND INVESTMENTS**

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

SUBTOTAL BONDS

\$5,020,064.84

TOTAL INVESTMENTS

\$10,520,064.84

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY

Richard J. Kennedy  
PRESIDENT

B. L. Jensen  
SECRETARY

DATE 3-23-88