

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

August 24, 1998

7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communication from Visitors**
- D. Consent Agenda**
 - 1. Approval of Minutes
 - 2. Treasurer's Report
 - 3. Bills Payable
 - 4. Payrolls July 30, 1998 \$168,823.31
 August 13, 1998 \$128,682.74
 - 5. Budget Report
 - 6. Health/Life Insurance Report
 - 7. Final Construction Compliance - Cooling Towers Repair
- E. President's Report**
 - 1. Monthly Policy Reviews - 201.01, 202.01, 203.01
 - 2. CISCO (attached)
 - 3. NIU Transfer Success (attached)
 - 4. PQP Report (attached)
 - 5. Opening Fall Workshop
 - 6. Position Update
 - 7. Enrollment Update
 - 8. Endowment Challenge Grant I \$1,091,552 (-\$7,441)
 Endowment Challenge Grant II \$1,084,546 (-\$3,991)
- F. Financial Reports and Actions**
 - None
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters)**

H. Personnel

- 1. Administrative Appointment (half-time grant-funded)**
- 2. President's Contract**

I. Reports

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

J. Adjournment

Board of Trustees Meetings

September 28, 1998

October 26, 1998

November 23, 1998

December 21, 1998

ICCTA Monthly Meetings

**September 12, Holiday Inn
Mt. Vernon**

Nothing Scheduled

**November 14, 1998
Lombard Embassy Suites
Lombard**

Nothing Scheduled

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

August 24, 1998

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on August 24, 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	Robert Thompson
William Yemm	B.J. Wolf
Richard Groharing	Jeri Anne Hose

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

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

President's Report: President Behrendt reported that the College had received an \$86,000 Advancing Opportunities Grant, that Sauk Valley had joined with the Whiteside Area Vocational Center to become a member of Cisco's Networking Academy Program, that once again SVCC students attending NIU had higher GPAs than other transfer and native NIU students, that the College had submitted their annual Program Review Report to the ICCB, that the staff opening Fall Workshop had been held on August 21, that the College was currently advertising three administrative positions (Director of College Relations, Dean of Business, Technology, and Natural Science, and Director of Financial Aid), and that the balance in the Endowment Challenge Grant I Fund was \$1,091,552 (-\$7,441) and the balance in the Endowment Challenge Grant II Fund was \$1,084,546 (-\$3,991).

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

Regular Session: The Board returned to regular session at 9:00 p.m.

Administrative Appointment It was moved by Member Andersen and seconded by Member Yemm that the Board approve the appointment of Zollie Hall to the half-time (grant-funded) position of Coordinator of Tech Prep, effective September 1, 1998, at a 12-month salary of \$20,000 (pro-rated to \$16,666.66 for 1998-99). In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.

President's Contract: It was moved by Member Wolf and seconded by Member Simpson that the Board extend President Behrendt's three-year contract to June 30, 2001 with a 5% raise in compensation. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye

Reports: Student Trustee Hose did not have a report.

ICCTA Representative Wolf reported that the next ICCTA meeting would be held on September 11 and 12 at the Mt. Vernon Holiday Inn in Mt. Vernon, IL.

Foundation Liaison Yemm reported that the next Foundation meeting would be held on August 25, 1998.

Board Chair Groharing reminded the Board of the Retreat to be held on September 30 at the Bestwestern Brandywine Lodge.

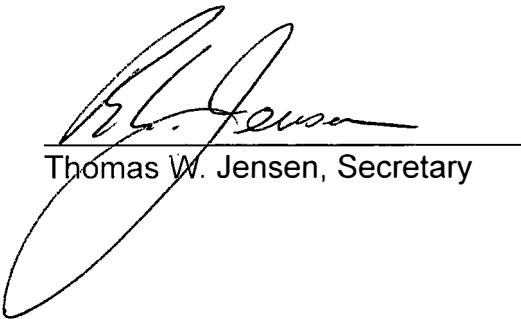
Adjournment: Since the scheduled business was completed, it was moved by Member Jensen and seconded by Member Andersen that the Board adjourn. The next regular meeting will be held on

Page #3
August 25, 1998

September 28, 1998 at 7 p.m. in the third floor Board Room.
In a roll call vote, all voted aye. Motion carried. Student Trustee
Hose advisory vote: aye.

The Board adjourned at 9:07 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary

201.01 Administrative Organization

It is the policy of the Board to encourage the development of an administrative structure that will provide for the free flow of information between and among the President and his subordinates and clear lines of responsibility and authority. The administrative organization of the College must remain stable to the extent that it provides a clear understanding among the staff as to responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend for approval of the Board, the organizational structure of the College and as circumstances require, any changes that will improve the overall College operations.

All Sauk Valley Community College employees shall be responsible to the Board through the President.

2/12/79

3/23/87

202.01 Administrative Staff and Work Regulations

The Board of Sauk Valley recognizes the responsibility of the administrative staff to establish rules and regulations governing the administration of the College and directs that the administration will maintain and issue written administrative rules and procedures for the general and specific administration of the institution.

All rules and regulations shall be placed in appropriate handbooks, and shall be reviewed annually.

These rules and regulations shall not be in conflict with Board policies and Illinois Community College Board regulations.

2/12/79

12/19/83

203.01 Duties and Responsibilities of Administrative and Confidential Personnel

Administrators of the College are expected to responsibly administer the areas under their management and supervision in accordance with the policies and regulations set forth by the Board of Trustees and as designated by the Illinois Public Community College Act. Within the limits of their authority, they shall demonstrate initiative and good judgment and, in full cooperation with other administrators and faculty, provide leadership in helping to create effective conditions for the fulfillment of the College's mission.

A. Duties of the President

1. The President shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.
2. The President shall in the regular course of his duties assist and act in a confidential capacity to persons, including the Board of Trustees, who formulate, determine, and effectuate management policies with regard to labor relations, and shall in the regular course of his duties have access to information relating to the effectuation or review of employer's collective bargaining policies.
3. The President shall have the authority to recommend to the Board of Trustees to hire, transfer, suspend, reward or discipline employees and to recommend action concerning grievances of employees.
4. The above duties are in addition to the duties listed in Policy 204.01.

B. Duties of the Vice Presidents and Deans

Vice Presidents and Deans shall in the regular course of their duties assist and act in a confidential capacity to persons, including the Board of Trustees and the President, in formulating, determining, and effectuation management policies with regard to labor relations, and toward this end shall have access to all collective bargaining policies.

A Vice President or Dean shall be engaged in executive management functions and is charged with the responsibility of directing and effectuating Board of Trustees policies and practices.

C. College Treasurer

The Treasurer shall in the regular course of his/her duties have access to information relating to the effectuation of review of employer's collective bargaining policies.

D. Job Description and Duties of College Bookkeeper

The Bookkeeper shall have in the regular course of his/her duties access information relating to the effectuation or review of the employer's collective bargaining policies.

E. Job Description and Duties of the Office Secretary, Secretary to the President, Secretary to the Vice Presidents and Deans

The Secretary shall have in the regular course of his/her duties access to information relating to the effectuation or review of the employer's collective bargaining policies.

3/23/81

12/19/83

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

DATE: 8-18-98
TO: Richard Behrendt
FROM: Phil Gover *OB*
SUBJECT: CISCO

Sauk Valley Community College has joined with Whiteside Area Vocational Center and Cisco Systems, Inc. to become a member of Cisco's Networking Academy Program. Cisco is the leading manufacturer of routers which connect computer networks globally and are integral to the Internet. SVCC has been designated by Cisco to be both a Cisco Regional Networking Academy and a Cisco Local Networking Academy. The College is the FIRST community college in Illinois to be chosen by Cisco to serve as a Regional and Local Networking Academy.

BENEFITS TO SVCC

The overall benefits to SVCC are faculty trained in cutting-edge technology, up-to-date curricular offerings, and technical support from the worldwide leader in networking for the Internet.

As a Cisco Regional Networking Academy, the College receives \$14,000 in Cisco equipment and our staff is able to participate in Cisco education and training sessions. John Wardell, Professor of Electronics, completed three weeks of intensive training during the Summer of 1998 at Cisco Academy Training Centers in South Carolina, California, and Arizona. He also taught two intensive one-week sessions to faculty from the Collinsville Area Vocational Center, Bloomington Area Vocational Center, and Jo Daviess Vocational Center. Steve Michel, WAVC Computer Systems Instructor, assisted John in these training sessions. As a Cisco Local Networking Academy, the College will offer Cisco training courses to interested students.

BENEFITS TO SVCC STUDENTS

Students completing the Cisco courses will be qualified for high demand, high paying jobs in business, industry, and education.

BENEFITS TO CISCO AND THE U.S.

Cisco is partnering with educational agencies to provide a training program designed to address the current national shortage of information technology workers and to assist schools in the installation and maintenance of their own networks. The Cisco Networking Academy program teaches high school and college students to design, build, and maintain the computer networks of local, national, and global businesses and institutions. Graduates gain the skills necessary to fill some of the estimated 346,000 high-technology jobs throughout the United States.

As of July 1998, 709 Cisco Networking Academies are located in 45 states and nine countries. By the program's first anniversary in October 1998, more than 1,000 students will have gained the skills to take advantage of the enormous job opportunities in the information technology field.

c: John Wardell, Alan Pfeifer, Becky Schmidt

SOLUTIONS

CORPORATE

PRODUCTS

SUPPORT

SEMINARS

PARTNERS

Cisco Networking Academy



HOME

WHAT'S NEW

LOGIN

REGISTER

FEEDBACK

NAVIGATE

SEARCH

HELP

**July 1998:
Now more
than 700
Academies
worldwide!**

709 Total Academies, including:

454 Local Academies

185 Regional Academies

70 Local/Regional Academies

45 States (+DC): Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Louisiana, Massachusetts, Maryland, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, Wisconsin, West Virginia, Wyoming

International: Australia, Brazil, Canada, Ireland, Mexico, Puerto Rico, United Kingdom, Venezuela

Cisco EdNet

Education Solutions

Networking Academy

Overview

FAQs

Curriculum

News

Academy of the Month

Start an Academy!

Hire an Intern!

Download:
Academy
Public
Presentation

Download:
Academy
Program
Overview

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Reader**

Through an innovative partnership with school districts across the U.S., Cisco Systems is preparing students for the demands and enormous opportunities of the information economy while creating a qualified talent pool for building and maintaining education networks.



Network switches. Routers. Patch cables and punch-down blocks. RJ-45 jacks. Not your ordinary list of back-to-school supplies. Then again, for students across the country in a unique new curriculum known as the Cisco Networking Academy, the Fall '97 semester was anything but your ordinary back-to-school experience.

Now in the early stages of a nationwide rollout leading to international participation, the Networking Academy Program is a cooperative venture between select school districts and Cisco, the world's leading networking company. In a lab setting that closely corresponds to the real world, students get their hands on the building blocks of today's global information networks, learning by doing as they design and bring to life local and wide-area networks.

This innovative program is a prime example of private industry creating a mutually beneficial relationship with schools - not a short-term fix, but a relationship designed

Cisco Networking Academy Program Teaches Students to Design, Build, and Maintain Networks

Certificate Program Aims to Fill Shortage of Qualified Network Administrators

Cisco Systems, Inc., the worldwide leader in networking for the Internet, has partnered with Education to provide a training program designed to address the current national shortage of information technology workers and to assist schools in the installation and maintenance of their own networks. The Cisco Networking Academy program teaches high school and college students how to design, build, and maintain the computer networks of local, national and global businesses. Graduates gain the skills necessary to fill some of the estimated 346,000* high-technology jobs throughout the United States.

"In this Information Age, network administrators are essential to the success of almost all businesses yet, most companies are shaking the bushes to find enough people with the right skills to address the demand," said Cisco Chairman John Morgridge.

Through the Academy program, Cisco Systems contributes curriculum, equipment, and resources to schools to help bridge this gap. The program, launched on Oct. 1, 1997, began in 57 high schools, colleges, and technical schools in seven states—Arizona, California, Florida, Minnesota, Missouri, New York, and North Carolina. The program is two-tiered: Regional Academies are established to train, mentor, and support instructors for up to 10 Local Academies, where students attend classes. In some areas, Cisco Academy Training Centers (CATCs) will be instituted to teach Regional Academy instructors.

As of July 1998[†], 510 Cisco Networking Academies are located in 39 states and territories: Alabama, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Georgia, Hawaii, Illinois, Indiana, Iowa, Louisiana, Massachusetts, Maryland, Maine, Michigan, Minnesota, Missouri, Mississippi, Montana, Nebraska, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Puerto Rico, South Carolina, Texas, Utah, Virginia, Washington, Wisconsin, West Virginia, and Wyoming. The Cisco Networking Academy program is also active in Australia, Brazil, Canada, Ireland, Mexico, the United Kingdom, and Venezuela.

Cisco expects to establish the program in all 50 states and additional countries by fall 1998. By the program's first anniversary in October 1998, more than 1,000 students will have gained the skills to begin working in the information technology field. Academy graduates are also eligible to build upon their networking training by pursuing advanced education in the sciences and engineering fields at colleges and universities.

In February 1998, Colin Powell praised the Cisco Networking Academy program during an annual Communities in Schools Summit in Washington, D.C. Powell is chairman of America's Promise, an organization created after President Clinton's 1997 Volunteer Summit in Philadelphia. America's Promise is dedicated to providing access to five "fundamental resources" to 2 million young

ople by the year 2000. The list of America's Promise sources includes providing young people with marketable skills.

"What Cisco is doing is helping our children find a better future in this great land of ours," said Powell.

At the Summit, John Morgridge announced Cisco's commitment to a partnership with America's Promise and Communities in Schools, Inc., to bring the Academy program to high schools and community colleges in the U.S., especially economically underprivileged areas.

The Academy program also received praise from Vice President Al Gore at the Feb. 26 telecommunications summit in Washington, D.C. for Cisco's commitment to establish a working Academy in all 15 Empowerment Zones by the end of 1998. In addition, Cisco has committed to placing, by year 2000, a Networking Academy in every Empowerment Zone high school that wants one. "I'm delighted with our efforts to match people with skills and training, and I'm very proud to tell you about this Cisco commitment," said Gore. "Cisco's Networking Academy program gives kids a first-class ticket to a high-skilled, high job."

The Cisco Networking Academy program also addresses the need for network administrators within schools. As tens of thousands of elementary and secondary schools have come wired in the last few years, principals across the country have scrambled to find people to build and maintain new networks. According to industry analysts, more than 85 percent of the Internet's backbone comprises Cisco

hardware and software. While in the Academy program, students fill their own schools' networking needs and can be loaned out on projects to other schools within their districts.

Students taking Academy classes are just as excited about the curriculum as they are about the employment opportunities awaiting them after graduation. For San Franciscan Jenica Lee, a Thurgood Marshall Academic High School senior who plans to pursue computer science in college, the interactive, project-based format of the Academy helps students develop into problem solvers. "You learn more because you encounter problems and have to work through them to figure out solutions," Lee said. "It's also more fun."

Cisco Systems, Inc. (NASDAQ: CSCO) is headquartered in San Jose, California. News and information are available at <http://www.cisco.com>. The Cisco Networking Academy program is one part of Cisco's efforts to benefit education. Cisco is a founding member of NetDay (a national program to wire America's K-12 schools), was the first corporation to partner with the Internet2 program to define the next-generation Internet, established the Cisco Virtual Schoolhouse Grants Program and has supported such educational programs as the International Schools CyberFair and GlobalLearn. More information about all of Cisco's education programs is available at www.cisco.com/edu.

* Source: January 1998 IT Workforce Study by the Information Technology Association of America (ITAA).

† Numbers current as of July 14, 1998. The most up-to-date list of Networking Academy's locations is available on the Cisco Networking Academy Web site at: www.cisco.com/edu/academies/index.html



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Cisco Systems has more than 200 offices in the following countries. Addresses, phone numbers, and fax numbers are listed on the Cisco Connection Online Web site at <http://www.cisco.com>.

Argentina • Australia • Austria • Belgium • Brazil • Canada • Chile • China (PRC) • Colombia • Costa Rica • Czech Republic • Denmark • France • Germany • Greece • Hungary • India • Indonesia • Ireland • Israel • Italy • Japan • Korea • Luxembourg • Malaysia • Mexico • The Netherlands • New Zealand • Norway • Peru • Philippines • Poland • Portugal • Russia • Saudi Arabia • Scotland • Singapore • South Africa • Spain • Sweden • Switzerland • Taiwan, ROC • Thailand • Turkey • United Arab Emirates • United States • Venezuela

SAUK VALLEY COMMUNITY COLLEGE
VICE PRESIDENT OF STUDENT SERVICES

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Dr. Joan E. Kerber
DATE: August 19, 1998
SUBJECT: Transfer GPA Comparisons

Sauk Valley Community College transfer students most often matriculate to Northern Illinois University, and once again we have received verification from NIU of the quality of students that we are transferring to that institution. Attached you will find grade point average comparisons, published by Northern Illinois University, of our spring 98 transfer students to other transfer students and NIU's native students. As in the past, the quality of education that our students receive at SVCC is evident.

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.

NORTHERN ILLINOIS UNIVERSITY
ILLINOIS COMMUNITY COLLEGE TRANSFER STUDENTS - SPRING 1998

Transfers From SVCC:	<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>	<u>TOTAL</u>
Number of Students	3	8	35	96	142
Mean Cum NIU GPA	0.81	2.66	2.45	3.07	2.95

All Illinois Public Community College Transfers:

Number of Students	53	355	1277	2991	4676
Mean Cum NIU GPA	1.53	2.24	2.49	2.89	2.80

All Other Transfers:

Number of Students	132	155	398	909	1594
Mean Cum NIU GPA	2.55	2.42	2.72	2.96	2.88

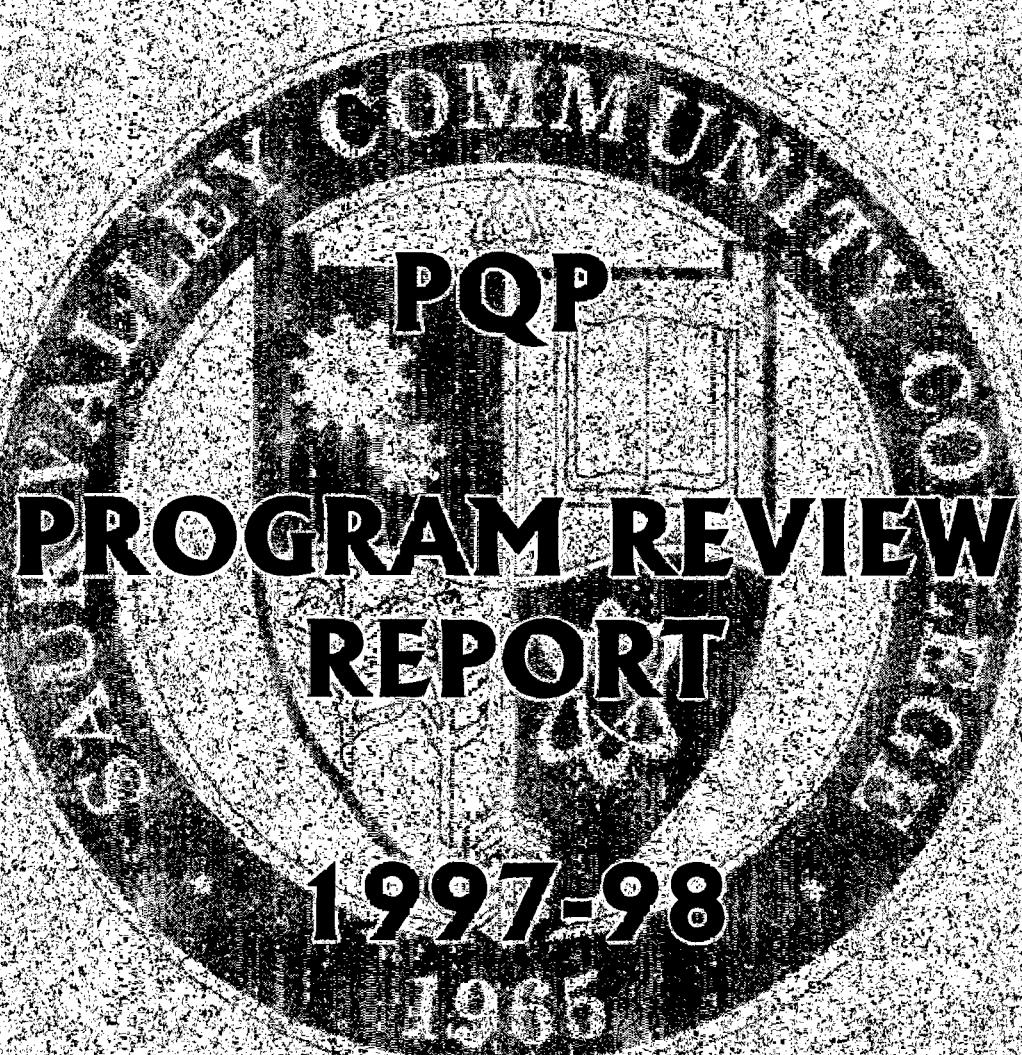
All Native Undergraduates:

Number of Students	1567	2173	1628	2622	7990
Mean Cum NIU GPA	2.14	2.64	2.72	2.88	2.75

Total Undergraduates:

Number of Students	1752	2683	3303	6522	14,260
Mean Cum NIU GPA	2.13	2.60	2.68	2.89	2.77

SAUK VALLEY COMMUNITY COLLEGE

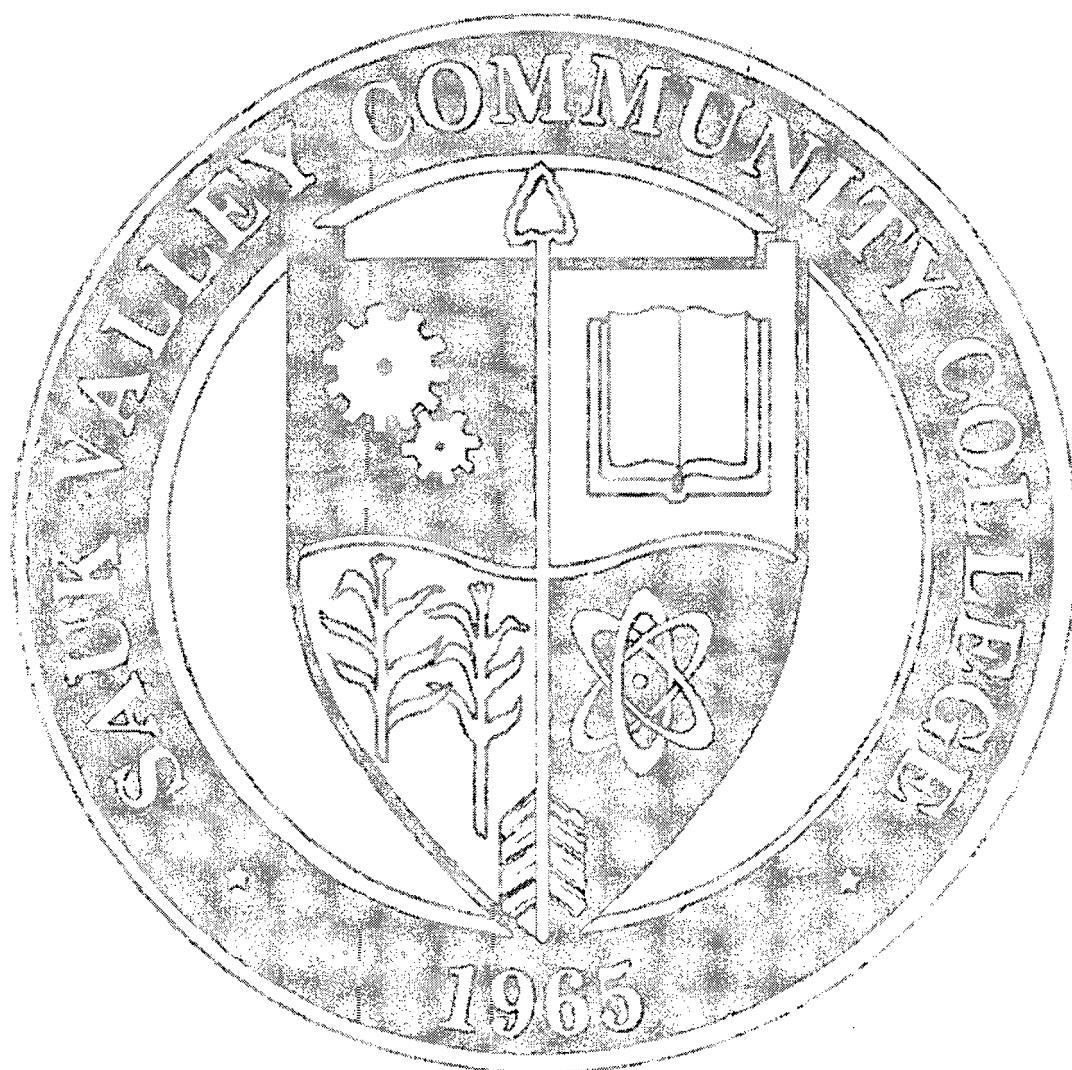


PRESIDENT: Richard L. Behrendt, Ph.D.

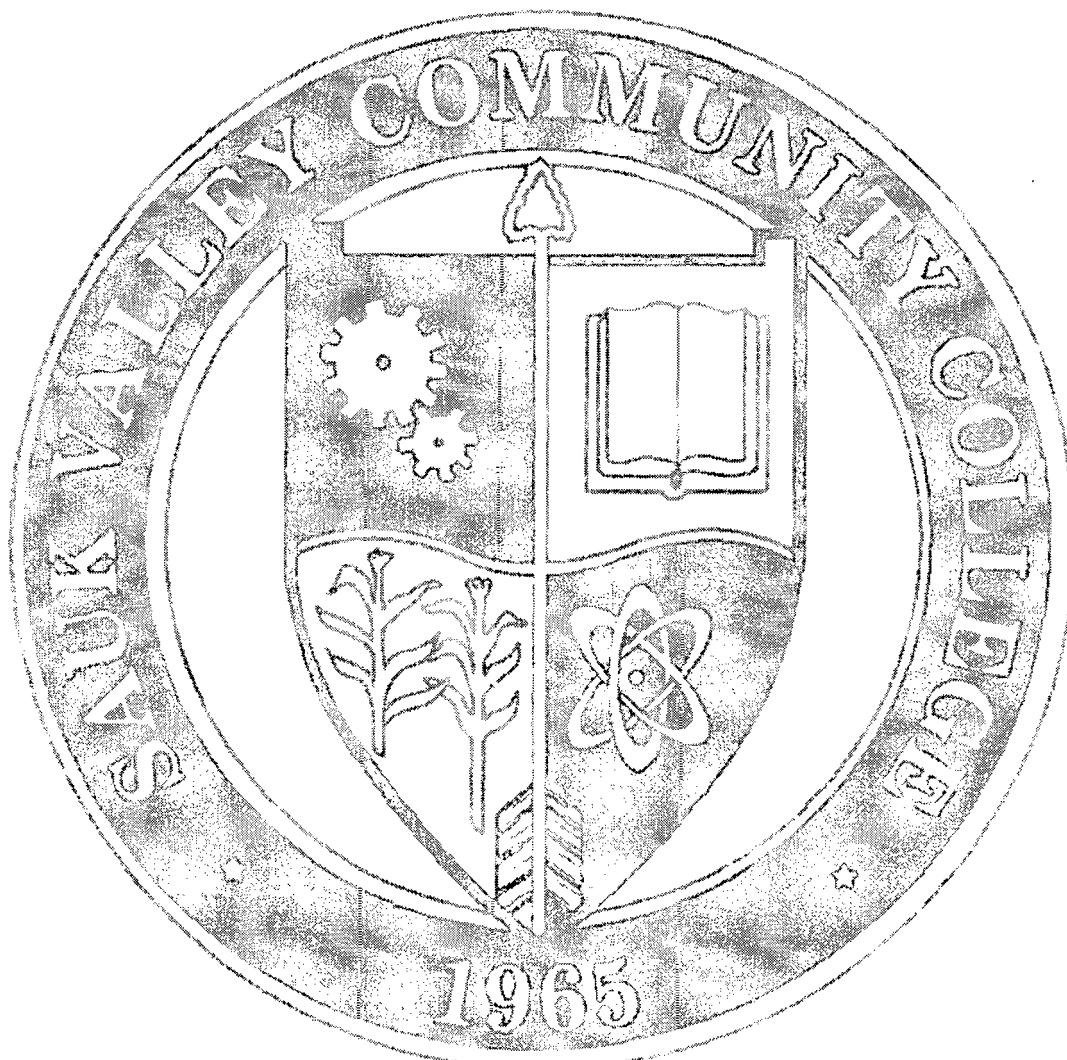
This document has been prepared to meet requirements set forth by IBHE and ICCB. Comments and questions should be addressed to Dr. Philip E. Gover, Vice President of Instructional Services or Harry Cottrell, Director of Grants, Planning and Institutional Research.

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PART A: FORMS



A-1 INSTRUCTIONAL PROGRAMS: OCCUPATIONAL

ICCB COMBINED PROGRAM REVIEW AND PQP REPORT
Part A: Form A-1
(Use separate form for each program)

INSTRUCTIONAL PROGRAMS: OCCUPATIONAL

College Name: Sauk Valley Community College 5-digit College Number: 5601 Date: July 31, 1998

CIP Code Category and Number: **Office & Admin Service/Admin Sec Opt 12 520401**
Office & Admin Service/Medical Sec Opt 12 520404
Office & Admin Service/Legal Sec Opt 12 520403
Word Processing 12 520401
Office Clerk 12 520408
Secretarial Cert. Non- Shorthand 12 5200408
Legal Office Certificate 12 520403
Medical Office Certificate 12 520404
Secretarial Certificate 12 520401

A. Program Review Summary

1. Is there a need for the program area based on trends in enrollments, completions, job placement, and labor market demand? Please explain any adverse trends.

Yes. During FY 96 there were 85 students enrolled in the OAS programs generating 798 credit hours. All 22 graduates of the programs were employed with the majority in training-related employment. Sauk Valley's Employer's Needs Survey demonstrates that local employers will be in need of graduates from these programs in the future.

2. Is the program cost effective? How was this determined?

Yes. In FY 97 OAS program cost per credit hour (\$216.80) is slightly higher than both the peer group average (\$209.10) and the state average (\$199.54). This cost hour difference may be attributed to not all colleges determining cost per hour using the same formula. Unit costs higher than average are partially attributable to a change in Sauk Valley accounting practices of charging equipment and fringe benefits to the specific areas.

3. List strengths of the program:

The full-time faculty person has a doctorate degree and has appropriate experience in the field. Part-time faculty have appropriate degrees and experience. Employers, graduates, and current students report a high degree of success in job placement. The Workforce Council has had a positive impact on keeping instructional programs current and relevant. Surveys show that most employers, graduates, and current students are satisfied with the program.

4. List weaknesses of the program:

Need more Transcribers, need a Medical Terminology Course, need more knowledge of workplace needs, need to upgrade computer memory, need to put all course outlines into outcomes-based format, and need closer links with the Career Services & Placement Office.

5. List quality improvements recommended for the program as a result of the review:

1. **Buy more Transcribers**
2. **Add Medical Terminology Course**
3. **Meet with local employers at places of employment**
4. **Update computer memory**

6. (Optional) Describe any unique innovations recently implemented for this program area.

7. Provide the prefix and number of each curricula within this CIP and indicate its status: 1) continued with minor improvements, 2) significantly modified, 3) discontinued, or 4) scheduled for further review in the coming year

	PREFIX	NUMBER	TITLE	TYPE	STATUS
a.	<u>OAS</u>	<u>023</u>	<u>Office&Admin Service/Admin Sec Op</u>	<u>03</u>	<u>1</u>
b.	<u>OAS</u>	<u>024</u>	<u>Office&Admin Serv/ Medical Sec Opt</u>	<u>03</u>	<u>1</u>
c.	<u>OAS</u>	<u>026</u>	<u>Office&Admin Serv/Legal Sec Opt</u>	<u>03</u>	<u>1</u>
d.	<u>OAS</u>	<u>B23</u>	<u>Word Processing</u>	<u>30</u>	<u>1</u>
e.	<u>OAS</u>	<u>B80</u>	<u>Office Clerk</u>	<u>30</u>	<u>1</u>
f.	<u>OAS</u>	<u>B81</u>	<u>Secretarial Cert. Non-Shorthand</u>	<u>30</u>	<u>1</u>
g.	<u>OAS</u>	<u>B82</u>	<u>Legal Office Certificate</u>	<u>30</u>	<u>1</u>
h.	<u>OAS</u>	<u>B83</u>	<u>Medical Office Certificate</u>	<u>30</u>	<u>1</u>
I.	<u>OAS</u>	<u>B95</u>	<u>Secretarial Certificate</u>	<u>30</u>	<u>1</u>

REPORT ACTIONS TAKEN ON PART B, Form B-1.

ICCB COMBINED PROGRAM REVIEW AND PQP REPORT

Part A: Form A-1

(Use separate form for each program)

INSTRUCTIONAL PROGRAMS: OCCUPATIONAL

College Name: Sauk Valley Community College 5-digit College Number: 50601 Date: July 31, 1998

CIP Code Category and Number: Radiologic Technology 12 510907

A. Program Review Summary

1. Is there a need for the program area based on trends in enrollments, completions, job placement, and labor market demand? Please explain any adverse trends.

Yes. Employment opportunities exist within and outside of the College district. Most students have more than one job opportunity to consider for employment after graduation from the program. Many facilities call SVCC to recruit graduates for employment. The program consistently graduates over 20 individuals each year with a 90%+ training-related employment rate. SVCC's survey of employer needs indicated a high future need in Radiologic Technology.

2. Is the program cost effective? How was this determined?

Radiologic Technology FY 97 cost per credit hour (\$388.15) is higher than both the peer group average (\$235.10) and the state average (\$277.80). Part of this significant cost per credit hour difference may be attributed to not all colleges determining cost per credit hour using the same formula. Unit costs higher than the statewide average is partially attributable to a change in SVCC practices of charging equipment and fringe benefits to the specific programs. The program strives to be cost efficient while providing a high quality program for students. If efforts to recruit more students are successful (can admit up to 20 students), the resultant higher average class size will lower average cost per credit hour for FY 99. Additionally, the classroom and lab have recently been remodeled. New equipment has been received in FY 98. Therefore, no major equipment needs are anticipated in FY 99, which should lower cost per credit hour.

3. List strengths of the program:

The Radiologic Technology program received accreditation for a period of five years from the Joint Review Committee on Education in Radiologic Technology. Faculty are highly qualified professionals who continuously model appropriate attitudes for students to emulate. All students have scored a 100 percent pass rate on the A.R.R.T. examination for the past three years. Employers rate the RT graduates well when compared with graduates of other programs statewide. Current students and graduates are satisfied with the program. Graduates are very successful securing related employment.

4. List weaknesses of the program:

Program costs exceed peer group and statewide averages, program needs more students, need to add books to the Learning Resource Center (LRC) collection, need to determine if Math 105 (Intermediate Algebra) is appropriate, need to upgrade information sheet, and Bontrager textbook and slides are outdated.

5. List quality improvements recommended for the program as a result of the review:

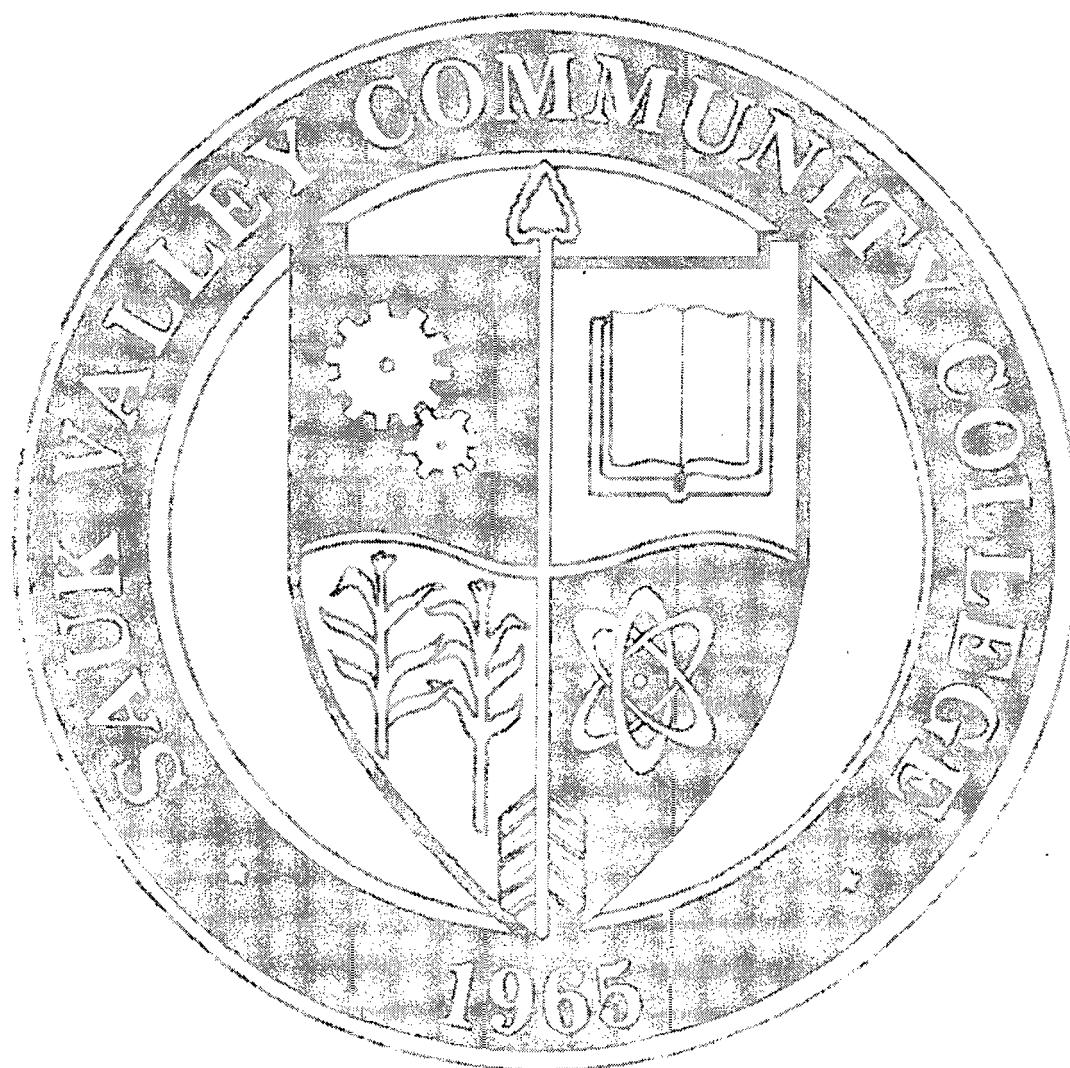
1. Add books in the LRC
2. Determine if Math 105 is appropriate
3. Update the program information sheet
4. Drop Bontrager textbook and slides from RAD 196 and RAD 197. Replace with updated software and multimedia text.

6. (Optional) Describe any unique innovations recently implemented for this program area.

7. Provide the prefix and number of each curricula within this CIP and indicate its status: 1) continued with minor improvements, 2) significantly modified, 3) discontinued, or 4) scheduled for further review in the coming year

	PREFIX	NUMBER	TITLE	TYPE	STATUS
a.	<u>HEA</u>	<u>051</u>	<u>Radiologic Technology</u>	<u>03</u>	<u>1</u>
b.	_____	_____	_____	_____	_____
c.	_____	_____	_____	_____	_____
d.	_____	_____	_____	_____	_____
e.	_____	_____	_____	_____	_____

REPORT ACTIONS TAKEN ON PART B, Form B-1.



A-2 INSTRUCTIONAL PROGRAMS: ACADEMIC DISCIPLINES

ICCB COMBINED PROGRAM REVIEW AND PQP REPORT
Part A: Form A-2
(Use separate form for each discipline)

INSTRUCTIONAL PROGRAMS: ACADEMIC DISCIPLINES

College Name: Sauk Valley Community College 5-digit College Number **50601** Date: July 31, 1998
Academic Discipline: **ART**

A. Program Review Summary

1. Is there a need for the discipline based on trends in enrollments and retention? Please explain any adverse trends.

Yes. Demand for art comes from art majors, students with vocational interests in art, students wishing to satisfy general education/fine arts requirements, and community residents interested in art. Student demand and consistently adequate enrollment, demonstrate a need for the art program. In addition, art is a major component of a sound fine arts component of a general education program. Art enrollments have grown 16% in the past two years.

2. Is the program cost effective? How was this determined?

Unit costs are higher than peer colleges and less than the statewide average: SVCC \$183.32, Peer Colleges \$126.97 and Statewide \$184.92. This unit cost hour difference may be attributed to not all colleges determining cost per hour using the same formula. Unit costs higher than average is partially attributable to a change in Sauk Valley accounting practices of charging equipment and fringe benefits to the specific areas. The program's equipment holdings have been well maintained, but not added to for a number of years. Unit costs will go up for at least two years as the College purchases needed equipment for the sculpture and ceramics program, software for the design program, and slides for art history and related courses.

3. Are all courses in the discipline articulated to satisfy general education or major field requirements? Explain exceptions.

Yes. All Art courses are articulated through the Illinois Articulation Initiative.

4. List quality improvements recommended for the discipline as a result of the review:

1. Reassign rooms and acquire tools and equipment essential to offering a quality program

2. Review schedule to be assured we serve day and evening students to the best of our ability
3. Review enrollment limits for courses to insure appropriate balance between quality of instruction and finances
4. Explore feasibility of reestablishment of an art gallery
5. Establish a slide library and viewing space
6. Explore possibilities for obtaining separate rooms for 2-D design, 3-D design, sculpture, painting, and drawing
7. Faculty training on computer art
8. Enlarge LRC holdings art history books and videos
9. Explore the possibility of offering employment-oriented art programs

5. (Optional) Describe any unique innovations recently implemented for this discipline.

6. Based on the program review, will the College

X continue the discipline with minor improvements

continue the discipline with major modifications

discontinue the discipline as of _____ (date).

other (explain)

REPORT ACTIONS TAKEN ON PART B, Form B-1.

ICCB COMBINED PROGRAM REVIEW AND PQP REPORT

Part A: Form A-2

(Use separate form for each discipline)

INSTRUCTIONAL PROGRAMS: ACADEMIC DISCIPLINESCollege Name: **Sauk Valley Community College** 5-digit College Number **50601** Date: **July 31, 1998**Academic Discipline: **Business Transfer (A.S.)****A. Program Review Summary**

1. Is there a need for the discipline based on trends in enrollments and retention? Please explain any adverse trends.

Yes. 184 to 243 students have enrolled in the business transfer program in each of the past five years with approximately 20 to 40 students graduating each year. In addition, some courses from the Business Transfer program are also part of A.A.S. programs.

2. Is the program cost effective? How was this determined?

Business Transfer FY 97 cost per credit hour (\$175.79) is slightly higher than both the Peer Group average (\$164.73) and the State average (\$169.68), therefore the unit cost is appropriate and efficient. Part of the cost per credit hour difference may be attributed to not all colleges determining cost per credit hour using the same formula. If efforts to recruit more students via the new SVCC Marketing Plan are successful, average cost per credit hour may be lower in FY 99.

3. Are all courses in the discipline articulated to satisfy general education or major field requirements? Explain exceptions.

Yes. The Business Transfer (A.S.) Program is part of the I.A.I. recommended baccalaureate curriculum. As such, all program courses are articulated.

4. List quality improvements recommended for the discipline as a result of the review:

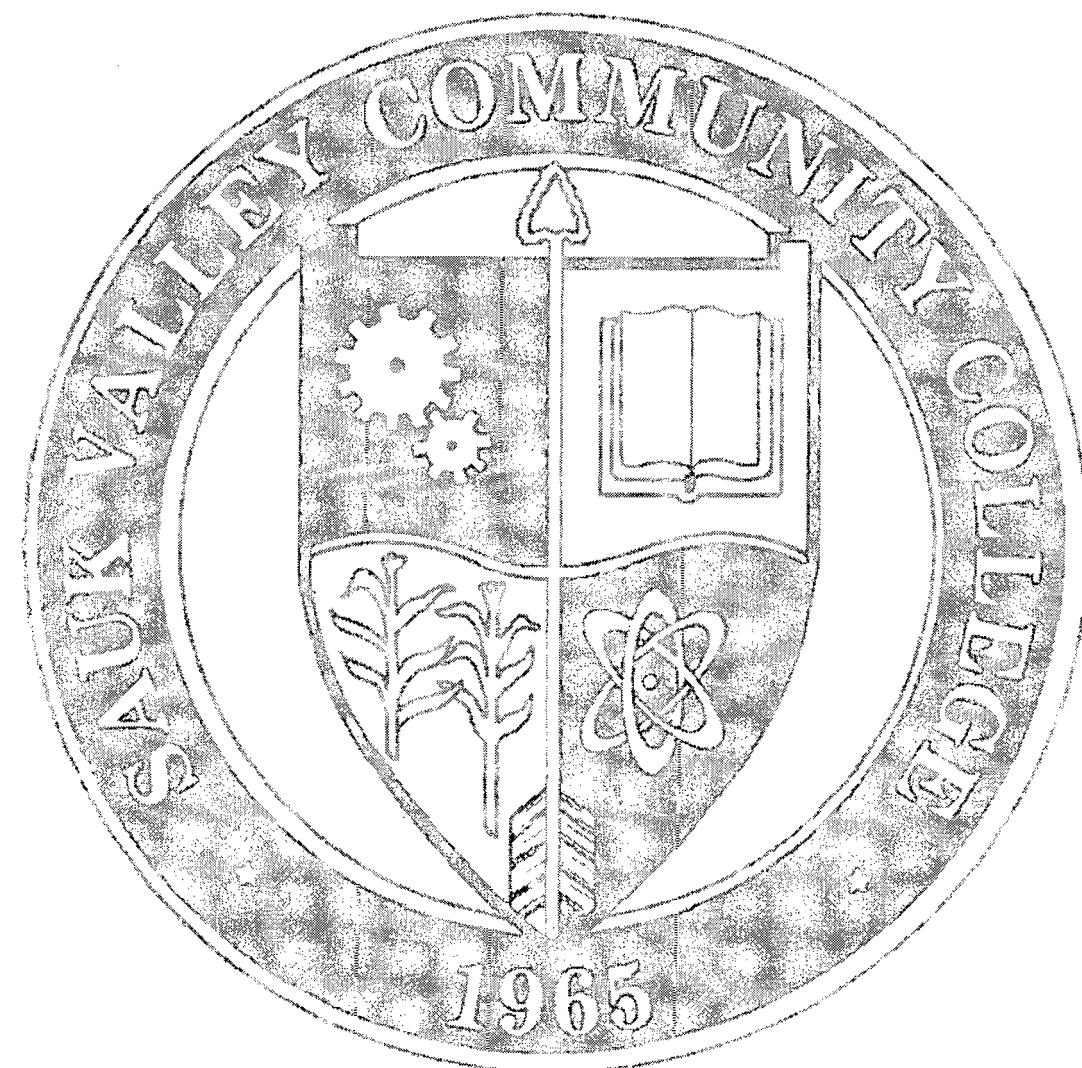
1. **Look at prerequisites for some of the beginning courses to determine their effectiveness**
2. **Develop better linkages between the business transfer program and student activities and clubs**

5. (Optional) Describe any unique innovations recently implemented for this discipline.

6. Based on the program review, will the College

continue the discipline with minor improvements
 continue the discipline with major modifications
 discontinue the discipline as of _____ (date).
 other (explain)

REPORT ACTIONS TAKEN ON PART B, Form B-1.



A-3 INSTRUCTIONAL PROGRAMS: DEVELOPMENTAL EDUCATION

ICCB COMBINED PROGRAM REVIEW AND PQP REPORT
Part A: Form A-3
(Use one form for all programs)

INSTRUCTIONAL PROGRAMS: DEVELOPMENTAL EDUCATION*

* Includes Adult Basic Education, Adult Secondary Education, Literacy, English as a Second Language, Developmental Studies

College Name: **Sauk Valley Community College** 5-digit College Number **50601** Date: July 31, 1998

List Program(s) Reviewed:

NO PROGRAM EVALUATIONS AND REVIEWS WERE SCHEDULED FOR 1997-98.

A. Program Review Summary

1. Is there a need for the program based on district demographics, and/or trends in enrollments, retention, and completion? Please explain any adverse trends.

2. Is the program cost effective? How was this determined?

3. List strengths of the program:

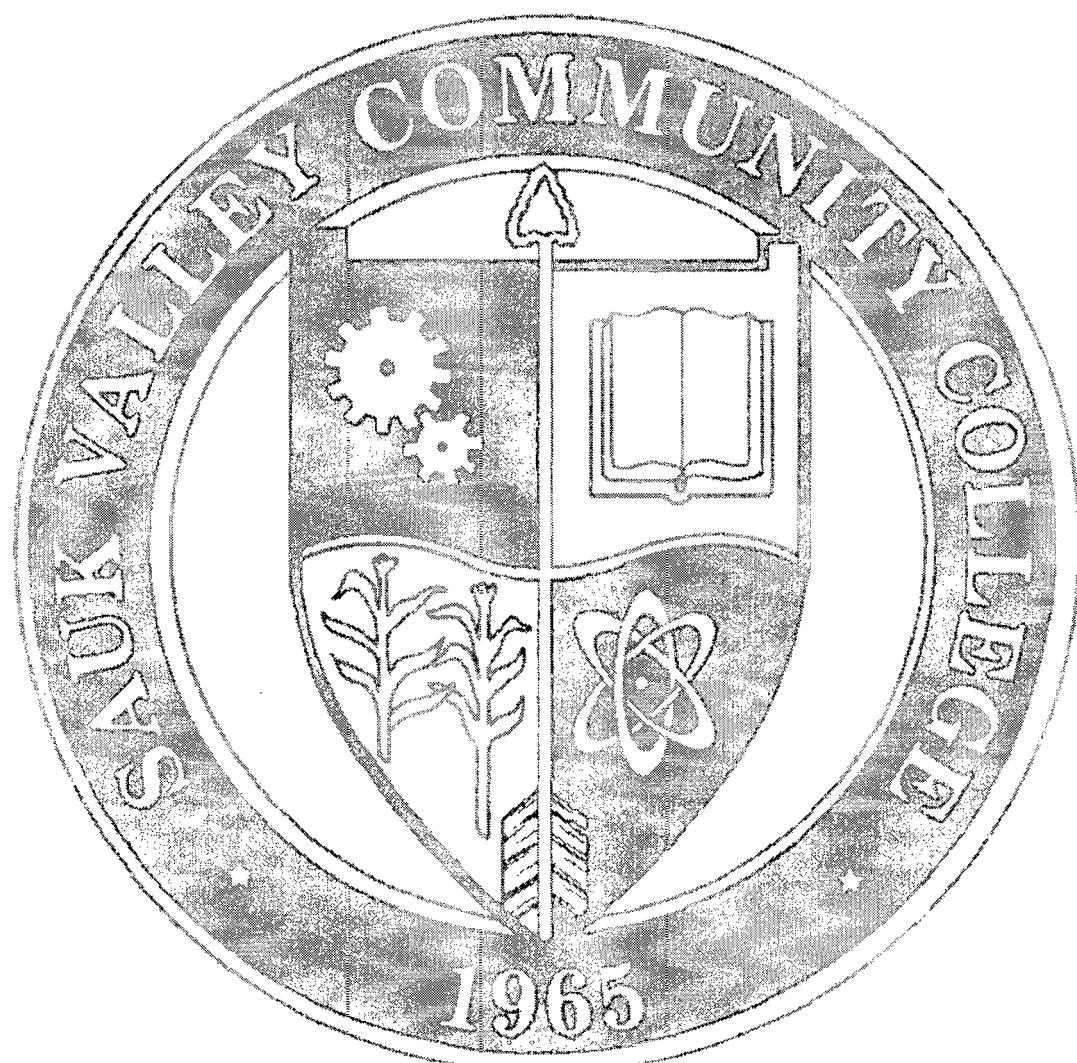
4. List weaknesses of the program:

5. List quality improvements recommended for this unit as a result of the review.

6. (Optional) Describe any unique innovations recently implemented for this program area.

7. Based on the program review, will the College
_____ continue this unit with minor improvements
_____ continue the unit with major modifications
_____ other (explain)

REPORT ACTIONS TAKEN ON PART B, Form B-1.



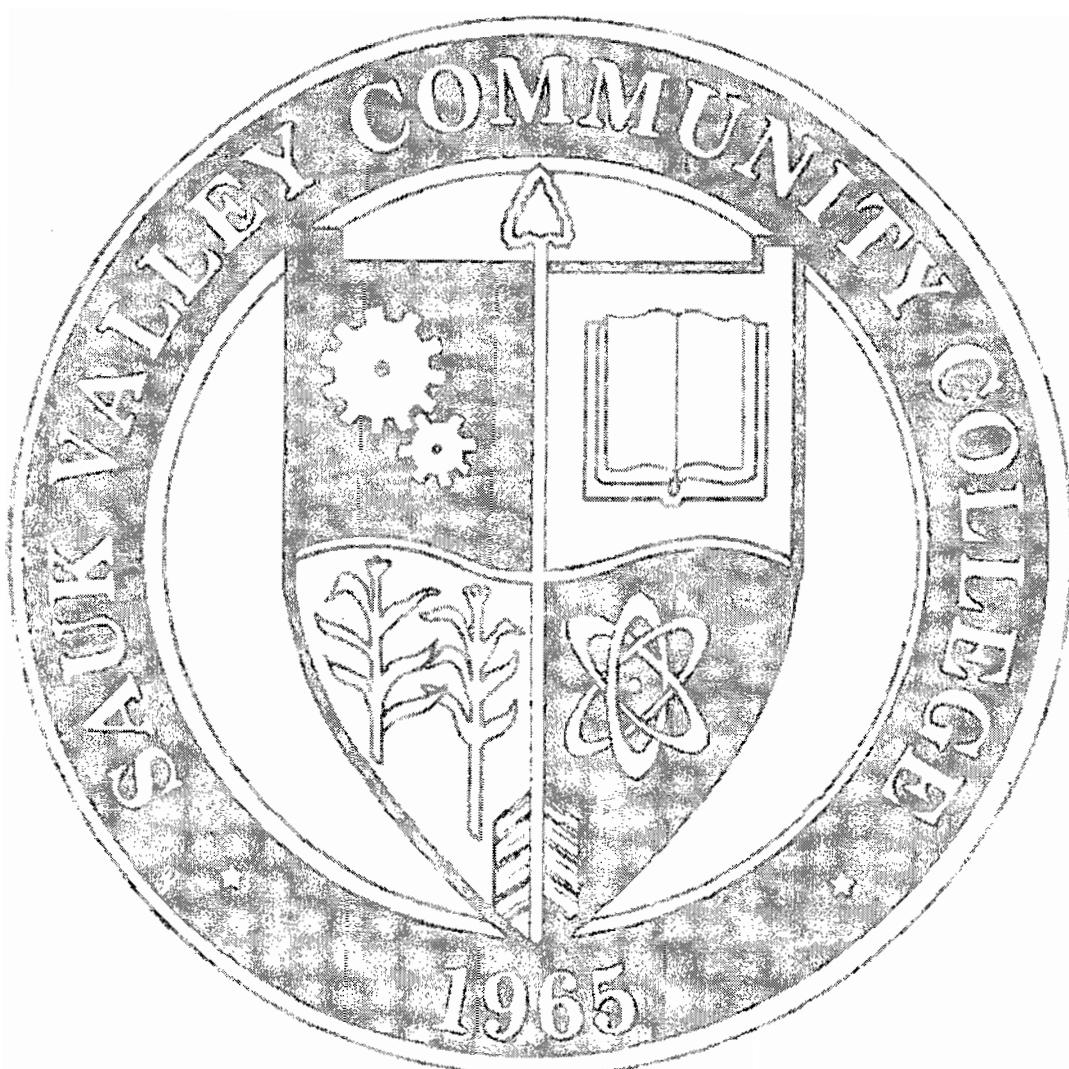
PART B: FORMS

**FORM B-1 INSTRUCTIONAL PROGRAM ACTION SUMMARY
(FORMS A-1, A-2, A-3)**

College Number (5-digit)	Program Name	Fiscal Year Reviewed	Initiative Description action take during past year	DOLLAR AMOUNT INVESTED		Source of Funds	DOLLAR AMOUNT AVAILABLE FOR REALLOCATION		
				Current Year Dollars Invested	Projected 5-year Dollars Invested		Current Year Dollars Reallocation	Projected 5-year Dollars Reallocation	Program/Initiative Funds Being Reallocation to:
50601	Mathematics	97	Course outlines updated	0	0				
50601	Mathematics	97	Course prerequisites updated	0	0				
50601	Office + Administrative Services	98	Added medical terminology course	0	0				
50601	Office + Administrative Services	98	Updated computer memory	4000	4000	College budget			
50601	Radiologic Technology	98	Dropped Bontrager textbook	0	0				
50601	Radiologic Technology	98	Replaced Bontrager with Multimedia Text	0	0				

**FORM B-4 ADMINISTRATIVE FUNCTION ACTION SUMMARY
(FORMS A-6)**

College Number (5 -digit)	Program Name	Fiscal Year Reviewed	Initiative Description action take during past year	DOLLAR AMOUNT INVESTED		Source of Funds	DOLLAR AMOUNT AVAILABLE FOR REALLOCATION		
				Current Year Dollars Invested	Projected 5-year Dollars Invested		Current Year Dollars Reallocation	Projected 5-year Dollars Reallocation	Program/Initiative Funds Being Reallocation to:
50601	Instruction	98	Internet courses assigned to Academic Deans	0	0				
50601	Instruction	98	Off-campus courses + telecourses assigned to Academic Deans	0	0				
50601	Instruction	98	Math department supervision transferred to Dean of Arts, Social Science, + P.E.	0	0				
50601	Instruction	98	Full-time faculty positions in foreign languages + communications not refill						
50601	Career Services	98	Coordinator position expanded to full-time	6855	34275	Grant	81000	162000	Instruction
50601	Student Activities	98	Coordinator position changed from half to full-time and from administrative	6134	30670	College Budget			
50601	Instruction	98	Learning Assistance Center clerical position expanded to full-time	6906	34530	Grant			
50601	Business Office	98	Business Manager reduced from full-time to part-time	0	0		15147	75735	Business Office
50601	Business Office	98	New Assistant Business Manager position created	33500	167500	College Budget			



PART C: QUESTIONS

Part C-1: Occupational Program Reviews

C-1.1 Colleges with programs in which the number of graduate respondents exceeds 10 and over one-fourth of the graduates are employed in an unrelated field should closely examine these programs through the program review process, develop relevant recommendations, and take appropriate actions to either strengthen or discontinue them.

No response required.

C-1.2 Therefore, colleges should strive to meet the following response rate criteria: (1) a 50 percent response rate for colleges that survey 30 or more occupational graduates and (2) a 60 percent response rate for colleges that survey less than 30 occupational graduates. Colleges who did not meet the appropriate criterion for the survey of fiscal year 1996 graduates should give special attention to increasing these rates for the coming year. These colleges should provide a brief update on their efforts to increase response rates in their 1998 program review reports under Part C-1.

No response required.

Part C-2: BHE and ICCB Special Focus Questions

C-2.1 Annually Updated Priorities Statements

Sauk Valley Community College's annual priorities are driven by the College's strategic plan. The strategic plan commits Sauk to excellence and sets three general goals: 1) to cultivate the excellence that already exists at Sauk; 2) to market that excellence; and 3) to expand the financial base so that Sauk may continue that excellence.

Annual Priorities

The FY 1999 priorities based on the Strategic and Operational Plans are broad and cross-functional in nature.

1. Develop a computer-based presentation for PSY 100 to replace current video
2. Integrate counseling services with the Banner system including: student academic plans, student assessment, student self-registration of courses
3. Evaluate and assess orientation as it now exists in relationship to student success and retention
4. Develop a college-wide retention program
5. Evaluate the High School Honors Credit in Escrow Program
6. Continue conversion of course outlines to the standardized outcome-based format
7. Enhance the current benefit plan offered to part-time employees
8. Review, redesign, and produce new viewbook, fact sheets, and sport guides
9. Evaluate success of Job Fair
10. Begin implementation of the new Marketing Plan
11. Develop Internet courses for Criminal Justice Program
12. Bring Internet-based University of Illinois upper division and graduate courses to SVCC facilities

C-2.2 Administrative Productivity

a. All administrative units and functions should be central to the College's mission. Colleges should consider eliminating or reducing administrative units and functions that have grown excessively in recent years or that have become peripheral to the primary mission of the college. For such units or functions identified in the review, please discuss how the college plans to address these inefficiencies.

During the College's review of administrative units and functions there were no findings of administrative units or functions that have grown excessively in recent years or that have become peripheral to the primary mission of the college. Contrary to these premises for the review, the College found that inadequate resources were being committed to basic needed functions of the college. In addition, it was determined that some functions would be efficiently provided through reassignment of those functions. Specific actions are noted in parts *c* and *d* below.

b. If administrative expenditures per student (including student support cost) are significantly above or below the peer group average, please provide a brief analysis of the reasons.

Sauk Valley Community College's 1997 administrative expenditures per student were \$17.86 versus a peer group average of \$16.95 per student. With expenditures per student being within 5% of the peer group average, the College believes this is not significantly above the average. Hence, no analysis is required.

c. Colleges should review administrative or academic units to determine whether there is redundancy of functions within or across academic units. Please provide a brief analysis of this review and any plans to eliminate or consolidate redundant functions provided by administrative units.

After a review of academic units and corresponding functions, the following changes have been made:

1. All Internet courses have been assigned to the academic dean of the discipline area.
2. Off-campus credit courses and telecourses were transferred from the Dean of Corporate and Community Services to the academic administrator of the discipline area.
3. The Mathematics Department supervision was transferred from the Dean of Business, Technology, and Natural Sciences to the Dean of Arts, Social Sciences, and Physical Education. This groups all mathematics (developmental and college level) under one dean.
4. Full-time faculty positions in foreign language and communications have not been refilled because of insufficient enrollments.

d. Describe the most significant improvements that have been made or are planned to the administrative functions of the college as a result of this review.

In addition the efficiencies noted in C-2.2c, above, the following improvements in administrative functions have been made for FY 1999:

1. The position of Coordinator of Career Services and Placement has been expanded from 30 hours per week to 40 hours per week. This will allow for greater contact, and support service with both employers and students.
2. The position of Student Activities Coordinator has been changed from an administrative classification to a more appropriate professional-technical classification. This allows the College to employ a full-time Student Activities Coordinator (with level funding) which will greatly enhance the student-centered environment at the College.
3. The Learning Assistance Center clerical position has been expanded from 36 to 40 hours a week. This will allow for more student contact.
4. The Business Officer Manager position has been reduced from full-time to half-time. With the monetary savings the college has been able to create a 30 hours per week Business Office Assistant position.

C-2.3 Student Educational Advancement

A. Remedial/Developmental Education

- a. **Provide information on the number of prospective students who test into remediation and who either do not complete recommended remediation, or who decide not to enroll at the college. How is this information used to develop policies and practices that promote student advancement? If this information is not currently available, discuss the process that will be used to collect the information in the future.**

Research prepared by SVCC shows that 43% of the remedial course grades are nonsuccess grades: grades of D, F, or W. The percentage of nonsuccess grades in remediation is higher than either baccalaureate courses (23%) or occupational courses (17%). While this high rate of nonsuccess in remedial courses warrants further investigation into its causes, this trend is consistent with national studies which show the withdrawal rates in remedial classes being two to three times the rate in college-level courses. The withdrawal rate for remedial courses is 24%, while baccalaureate courses have a withdrawal rate of 15% and occupational courses have a withdrawal rate of 12%.

The College's Academic Skills area is scheduled for Program Review during FY 1999. During this review process the College will address how this information on student nonsuccess in remedial courses can be used to develop policies and practices that promote student advancement.

Presently, the College uses ASSET/COMPASS testing to determine placement into college-level or remedial English and mathematics courses. Students are not aware of their scores until they meet with a college counselor to review their scores. The counselors have indicated that they are not aware of students who, when informed that they need to take remedial classes, fail to enroll. Therefore, students' knowledge of need for remediation does not appear to be a factor in whether they enroll in school.

- b. **Provide the results of college studies regarding the performance of students in remedial courses and in subsequent college-level courses. If no studies have been conducted, describe how the college measures, or plans to measure, the effectiveness of remedial programs.**

In the summer of 1997 the SVCC Office of Grants, Planning, and Institutional Research prepared a study on student success in college algebra. Part of the study analyzed the success of students moving from Intermediate Algebra (the highest level remedial mathematics course) to College Algebra (the next sequential course and the first college-level sequential course.) The primary findings of the study include:

- 51% of students moving from Intermediate Algebra to College Algebra received C's or better in College Algebra. (For this study student success is defined as a

grade of C or better.) This compares to 57% success rate for students placed into College Algebra through ASSET scores.

- 72% of the students with grades of A or B in Intermediate Algebra were successful in College Algebra. This compares with a 36% success rate for students with a grade of C in Intermediate Algebra. This demonstrated that the major problem was the subsequent success of the Intermediate Algebra C student.
- Grades of C or better in Intermediate Algebra varied by instructor from 30% to 75%, while grades of C or better in College Algebra varied by instructor from 41% to 85%.
- Students who received C's in Intermediate Algebra were 62% more likely to be successful in College Algebra if they enrolled in College Algebra the term immediately following Intermediate Algebra.

Based on the above findings the following changes have been implemented:

- The Mathematics Department has revised course outlines for both Intermediate Algebra and College Algebra and put them into the new standardized outcomes-based format. This review of the curriculum should lead to consistency in subject matter covered in Intermediate Algebra which should translate into greater success in College Algebra. These discussions on the curriculum should also lead to greater consistency in instructor expectation of students.
- The academic supervision of the Mathematics Department has been transferred from the Dean of Business, Technology, and Natural Sciences to the Dean of Arts, Social Sciences and Physical Education.. This combines both remedial and college-level mathematics faculty under one academic area. It is anticipated that this change will facilitate the working relationship of the faculty from the two areas.
- Counselors strongly encouraged students to enroll in College Algebra in the term immediately following completion of Intermediate Algebra.
- During FY 1999, the College will address the potential of making structural changes to Intermediate Algebra, as well as other remedial mathematics courses.

It is believed that these implemented changes will help resolve the dilemma of providing the student with college-level mathematics in a reasonable time frame, while maintaining the academic integrity needed for future student success.

During FY 1999, the College will study student success in moving from remedial English to college-level English.

c. What steps were taken during 1997-98 to increase assistance to high school students to improve their preparation for college? What other steps have been taken to increase opportunities for high school students to earn college credit?

During 1997-98, the College started an Honors Credit in Escrow Program. The curriculum consists of five general education classes offered the summer following the student's junior year in high school and continuing through the summer following the student's senior year. A total of 15 semester hours are earned. Student selection

to the Honors Credit in Escrow Program is based on class rank, high school GPA, and ACT scores. Forty students were enrolled during the first year of this program which prepares high school students for full time attendance.

During FY 1998, the College, in conjunction with six local school districts, developed a Compressed Video/Internet distance learning network. During FY 1999 the college will deliver college-level courses to high school students within these six school districts via the distance learning network.

B. Short-term Certificate

During 1997-98 colleges are asked to examine occupational programs with low completion rates (less than one completion per five enrollments) to determine if one or more short, targeted certificates would better meet student educational goals, based on course taking behavior and other pertinent factors, including the willingness of employers to hire students before program completion. Discuss the findings. (Please limit your response to two pages.)

In an effort to respond to the local needs for greater availability of short-term training, the College was involved with the development of some short-term certificate programs during FY 1998. These short-term certificate program projects include:

- The College has become a certified CISCO Regional Training Center. The College can now offer short-term CISCO certification. These training programs will be developed and implemented during FY 1999.
- College staff has received Webmaster training. During FY 1999, the college will develop and implement new certificate programs.
- The College has scheduled staff training at the Windows NT School. Through this training staff will be able to develop short-term certificate programs in Windows NT.
- During FY 1998 the College developed and won approval of a Commercial Vehicle Operation Program. This 156-clock hour certificate program will be implemented in FY 1999. The program operates in cooperation with Black Hawk Community College and Iowa's Scott Community College.
- The College began a Licensed Practical Nurse - Intravenous Therapy Program during FY 1998. This is a 30-clock hour certification program.
- During FY 1998 the College explored the potential of an Individualized Certificate Program. However, more research and study is needed for this program.

C-2.4 Performance-Based Incentives - District-Based Component

I. Goal area: **Technology**

II. Goal statement: **Improve the effectiveness teaching of faculty through infusion of technology in the learning process.**

Rationale: **Besides the college's commitment to hardware and software, the college must empower the faculty with the knowledge of how to use the software and how to integrate the technology into the learning process.**

Sauk Valley Community College commits to this goal with the following objectives:

Objective 1: **Provide software training to all faculty in the areas of web-based software products and general software applications, e.g., Word, Excel, PowerPoint, etc.**

Present Status: a. Web-based training: WIEC training (each faculty member attending received one and a half hours of training); Illinois online training (each faculty member attending received two, one-hour training sessions.)
b. For FY 98, no training sessions were presented in Word, Excel, or PowerPoint.

FY 99 a. Offer two courses in Web-page construction
b. Offer two courses in Web-board
c. Offer four beginning courses in Word, Excel, PowerPoint, etc.
d. Offer four advanced courses in Word, Excel, PowerPoint, etc.

FY 00 a. Offer two courses in Web-page construction
b. Offer two courses in Web-board
c. Offer four beginning courses in Word, Excel, PowerPoint, etc.
d. Offer four advanced courses in Word, Excel, PowerPoint, etc.

FY 01 a. Offer two courses in Web-page construction
b. Offer two courses in Web-board
c. Offer four beginning courses in Word, Excel, PowerPoint, etc.
d. Offer four advanced courses in Word, Excel, PowerPoint, etc.

FY 02 a. Offer two courses in Web-page construction
b. Offer two courses in Web-board
c. Offer four beginning courses in Word, Excel, PowerPoint, etc.
d. Offer four advanced courses in Word, Excel, PowerPoint, etc.

Objective 2:**Provide training on how to integrate and use technology in the learning process**

Present Status: Web-based training: WIEC training (each faculty member attending received one and a half hours of training); Illinois online training (each faculty member attending received two, one-hour training sessions.)

FY 99 SVCC will offer one workshop on how to integrate and use technology in the classrooms. This workshop will be presented by SVCC and University of Illinois Staff.

FY 00 SVCC will offer one workshop on how to integrate and use technology in the classrooms. This workshop will be presented by SVCC and University of Illinois Staff.

FY 01 SVCC will offer one workshop on how to integrate and use technology in the classrooms. This workshop will be presented by SVCC and University of Illinois Staff.

FY 02 SVCC will offer one workshop on how to integrate and use technology in the classrooms. This workshop will be presented by SVCC and University of Illinois Staff.

Objective 3:**Provide training on how to use the technology in the Learning Resource Center**

Present Status: There have been no training sessions for the use of Learning Resource Center technology.

FY 99 The LRC staff will present two training sessions in each the fall and spring terms. Each session will give instruction in how to use the technology that will be available on the staff's desktop as well as services that are available only in the LRC.

FY 00 The LRC staff will present two training sessions in each the fall and spring terms. Each session will give instruction in how to use the technology that will be available on the staff's desktop as well as services that are available only in the LRC.

Objective 4: **Establish technology-enhanced classrooms**

Present Status: SVCC has no technology-enhanced classrooms in place.

FY 99 Retrofit the following classrooms as technology-enhanced classrooms: 1K04, 2F05, 2H06, 2L07, and 2M05. The Pratt Company will retrofit the classrooms and SVCC technology staff will set up and install all microcomputers.

Objective 5: **Provide training in how to use the hardware and software in the technology-enhanced classrooms**

Present Status: There have been no training sessions.

FY 99 The instructional technology department will present two training sessions in each the fall and spring terms. Each session will emphasize a hands-on approach.

FY 00 The instructional technology department will present two training sessions in each the fall and spring terms. Each session will emphasize a hands-on approach.

Objective 6: **Continue the efforts to put computers on faculty desktops**

Present Status: The College has a four-year faculty replacement schedule. Presently, the College has put computers and printers on approximately half of the faculty's desks.

FY 99

- a. Replace one-fourth of the faculty computers
- b. Install all the needed software and make sure that the computer functions properly on the network

FY 00

- a. Replace one-fourth of the faculty computers
- b. Install all the needed software and make sure that the computer functions properly on the network

FY 01

- a. Replace one-fourth of the faculty computers
- b. Install all the needed software and make sure that the computer functions properly on the network

FY 02

- a. Replace one-fourth of the faculty computers
- b. Install all the needed software and make sure that the computer functions properly on the network

C2.5 Executive Summary

Item 1. Process and Involvement

The Board of Trustees establishes vision and direction for strategic planning, productivity and priority setting, and related budgeting matters. On a continuing basis at the regular monthly Board meetings, the president shares information and offers recommendations for their support and approval. This action monitors agreed upon directions for the critical operational planning and necessary activities for the College. Sauk's Board of Trustees has always positioned itself as a governing board which places responsibility for ongoing operations with the president.

Sauk Valley Community College has engaged the campus community in the PQP/Program Review initiative through committees; special review and study groups; departmental, divisional, and collegewide meetings; task forces; and community/employer based workforce councils. These groups suggest College priorities, refine these priorities, and provide support for follow through on the College's priorities which are used to make resource allocations and program decisions.

Item 2. Priorities

College priorities identified in the FY97 PQP/Program Review report were addressed during FY98 as follows:

Group One - Students

Annual Priorities

1. Evaluate the PSY 100 telecourse. **Completed.**
2. Intensify student awareness of personal counseling services. **Completed.**
3. Evaluate "walk-in" counseling. **Completed.**
4. Enhance communications with the Hispanic Community. **HECA Grant & Low Riders.**
5. Develop a transitional program for on-campus GED students. **Completed.**
6. Pilot and evaluate a career component within PSY 100 for undecided students. **Completed.**

Group Two - Instruction

Annual Priorities

1. Convert over 100 course outlines to an outcomes-based format. **Completed.**
2. Articulate a 2 + 2 in Social Work with W.I.U. and the University of Illinois. **Completed.**
3. Explore additional 2 + 2 opportunities with Mt. St. Claire. **Agreement signed.**
4. Analyze instructional technology needs and seek additional funding. **Completed.**
5. Explore the feasibility of connecting high schools with distance learning and Internet. **Six schools to be connected in Fall 1998.**
6. Prepare to offer courses on the Internet. **Three courses offered.**
7. Begin staff development program to prepare teachers to take advantage of the latest educational technology including the Internet. **Completed.**

Group Three - Human Resources

Annual Priorities

1. Develop a five year Staff Development Plan for all employees. **Plan Drafted.**

2. Develop an orientation program for part-time faculty. **Completed.**
3. Revise the Employee Handbook. **80% complete.**
4. Develop and implement strategies to promote wellness. **Annual Physical exam added to health plan.**
5. Develop a transition plan to address the needs of individuals with disabilities. **Plan 90% complete.**

Group Four - Governance

Annual Priorities

1. Develop and document budgetary considerations to implement operational plan. **Done.**
2. Seek input from college wide staff to improve effectiveness. **Done.**
3. Prepare a list of questions for incorporation into a district-wide needs survey. **Done.**
4. Encourage all staff to assist in maintaining a positive climate for student success. **On-going.**
5. Strengthen the ties between instructional services and student services. **On-going.**

Group Five - Marketing

Annual Priorities

1. Evaluate the Honors Credit in Escrow Program. **Completed.**
2. Develop marketing plans for targeted groups (e.g., Latinos, Single Mothers). **Completed.**
3. Coordinate the articulation and admissions of Bureau Valley students. **Completed.**

Group Six- Outreach

Annual Priorities

1. Enhance linkages with community-based counseling facilities. **On-going.**
2. Encourage utilization of full-time faculty at off-campus sites. **Done.**
3. Evaluate the feasibility of establishing a Rock Falls site for ABE/GED/ESL. **Done.**
4. Improve collaboration between Community Services and academic divisions. **Done.**
5. Seek input from the instructional area to improve services throughout the district. **Done.**

Group Seven - Finance

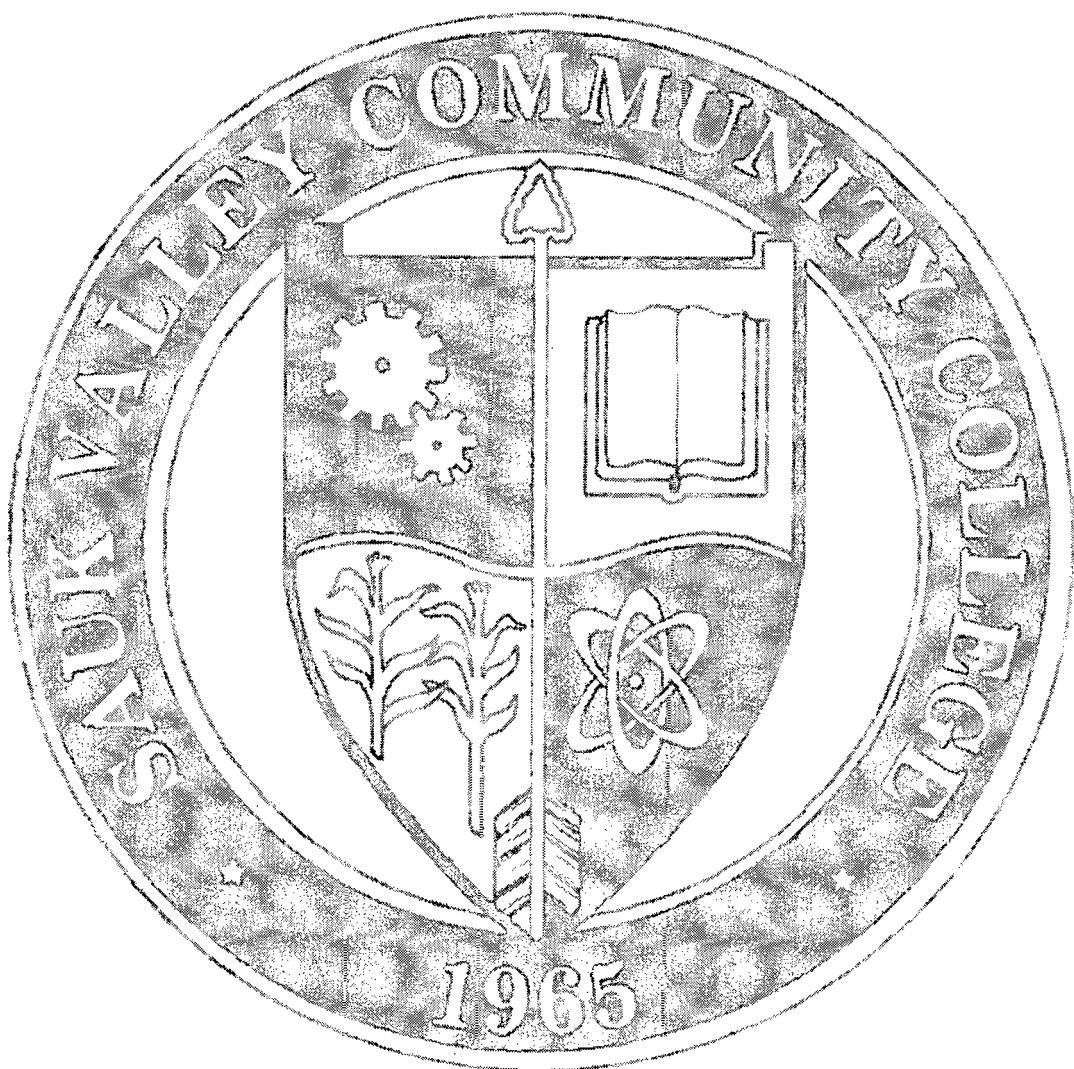
Annual Priorities

1. Activate and provide training on the Banner system payroll module. **Completed.**
2. Review current personnel benefit coverages. **Completed.**
3. Monitor Property Tax Extension Limitations. **Local counties voted this down.**
4. Consider advisability of a proposed tax referendum for the O/M fund. **Not now.**
5. Increase efforts in seeking grant funding. **Secured Recycling Implementation Grant.**
6. Implement the software package for data management for the Foundation. **Completed.**
7. Plan tuition increase for financial stability as needed. **Tuition increased by \$2.00.**

Group Eight - Facilities

Annual Priorities

1. Seek approaches to maximize facilities utilization. **Master Plan being developed.**
2. Develop an effective energy conservation and reduction program. **Completed.**
3. Develop and activate a collegewide safety and security committee. **Completed.**



OTHER: FIVE-YEAR PROGRAM REVIEW SCHEDULE

SAUK VALLEY COMMUNITY COLLEGE
PROGRAM EVALUATION AND REVIEW - 5 YEAR SCHEDULE

Division	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003
Arts, Social Science and Physical Education	Physical Education Psychology Adult Ed/Academic Skills	Social Science History Political Science Economics Geography Anthropology Sociology Foreign Language	English Philosophy Human Services Music	Speech/Theatre Criminal Justice	Art
Business, Technology and Natural Science	Heating, Refrigeration, Air Conditioning Quality Control and Assurance Machine Tool Operator Mechanical Design Accounting Banking Business Management	Business - Marketing	Natural Sciences Biology Chemistry Physics Earth Science Manufacturing Technology	Mathematics Computer Information Systems Electronics Industrial Maintenance Electrician	Business (AS) Business Management Building Maintenance Specialist Office and Administrative Services
Health Careers Education Corporate and Community Services	Clinical Laboratory Sciences Corporate and Community Service	ADN LPN Nurse Assistant			Radiologic Technology
Other	Instructional Technology Center		Counseling Auxiliary Services Resource Development Marketing and Public Relation Grants, Planning, and Research Safety and Security	Admissions, Records and Placement Learning Resources Center Buildings and Grounds Business Office	Learning Assistance Center Information Systems



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley

DATE: August 18, 1998

SUBJECT: Medical Insurance Report

The revenue and expenses for the Colleges medical insurance plan year ending June 30, 1999, are listed below. Please be advised that these amounts include retirees, COBRA participants and grant employees.

	<u>Month of July 1998</u>	<u>Plan Year To Date</u>
Revenue	\$79,739.50	\$79,739.50
Expenses:		
Medical claims	(126,888.69)	(126,888.69)
Fixed Costs	(10,933.63)	(10,933.63)
Revenue in excess of expenses	(58,082.82)	(58,082.82)
Beginning Accumulated Medical Insurance Pool at July 1, 1998		<u>280,000.54</u>
Ending Accumulated Medical Insurance Pool at June 30, 1999		<u>\$221,917.72</u>

n

cc: Insurance Advisory Committee
Kris Murray

For Board Meeting of
August 24, 1998

Agenda Item D-7

COOLING TOWER REPAIRS PROJECT

The cooling tower repairs project has been certified as complete and the attached Statement of Final Construction Compliance is submitted for approval by the Trustees.

RECOMMENDATION: Board approval of the attached Statement of Final Construction Compliance for the cooling tower repairs project.



MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Jami V. Bradley 
DATE: August 1, 1998
SUBJECT: Cooling Tower Repairs Project

Final completion of the Cooling Tower Repairs Project has been certified as complete by the engineer, Gage Consulting Engineers, Inc. of Oak Brook, Illinois. The Statement of Final Construction Compliance for this protection, health and safety project is attached.

This project provided for the repair of the wood flooring, seal strips, splash boxes, and nozzles within the three cooling towers. This project was funded by the protection, health, and safety tax levy with an approved budget of \$54,040.00. The final cost of \$56,118.20 was over budget by \$1,470.20, but less than 5% above the actual bid amount and therefore, did not require additional ICCB approval.

I recommend Board approval of the Statement of Final Construction Compliance for this project as attached.

PROTECTION, HEALTH, AND SAFETY PROJECT

Page ___ of ___

Statement of Final Construction Compliance

Name and address of architect/engineer providing the Statement of Final Construction Compliance:

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

Final cost of the project:

Approved Budget \$ 54,648. Actual Cost \$ 56,118.20

I have reviewed the original recommended construction program, cost estimate, actual construction work in place, and contractor's pay records, and hereby certify that to the best of my knowledge the project has been constructed within the original or amended budget and has met applicable plans, codes, and specifications.

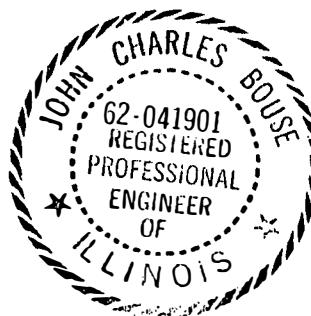


Architect/Engineer's Signature

07/26/98

Date

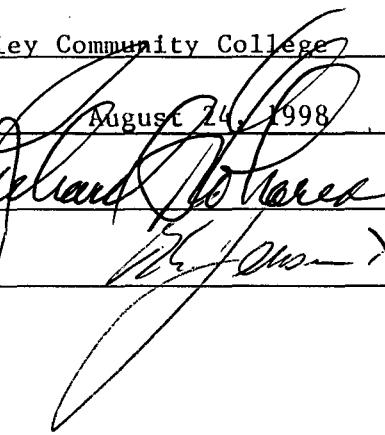
062-041901
Illinois Registration or License Number



Approved by the Sauk Valley Community College Board of Trustees

Date August 24, 1998

Signed Richard J. Maresca, Chairperson

 Richard J. Maresca, Secretary

For Board Meeting of
August 24, 1998

Agenda Item H-1

**ADMINISTRATIVE APPOINTMENT
(HALF-TIME GRANT-FUNDED)**

The Selection Committee and administration are recommending the appointment of Zollie Hall to the half-time, grant-funded, position of Tech Prep Coordinator.

RECOMMENDATION: Board approval of the appointment of Zollie Hall to the half-time (grant-funded) position of Coordinator of Tech Prep, effective September 1, 1998, at a 12-month salary of \$20,000 (pro-rated to \$16,666.66 for 1998-99).

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

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

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

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

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

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

Authorizations:

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

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

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

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: 7-16-98

TO: Richard Behrendt

FROM: Phil Gover 

SUBJECT: Tech Prep Coordinator -- Recommendation

The Tech Prep Coordinator Search Committee unanimously recommended that Zollie Hall be offered the position of SVCC Coordinator of Tech Prep. I interviewed Mr. Hall on July 15, 1998. In my opinion, Zollie has the interest, motivation, knowledge, and appropriate experience to provide exemplary services to the College and the participating high schools.

I recommend that Zollie Hall be employed as SVCC's Coordinator of Tech Prep.

JOB DESCRIPTION

TITLE: COORDINATOR OF TECH PREP

POSN CODE: 410

SUPERVISED BY: Dean of Business, Technology & Nat Science **STATUS:** Exempt

DEPARTMENT: Business, Technology & Nat Science

CATEGORY: PART-TIME
Funded Grant Project

SALARY: Approx. \$20,000 (20 HRS)

FUNCTION OF THE JOB: The coordinator is responsible for developing, coordinating and marketing Tech Prep education and for providing educational support to the participating schools. This is a half-time position with flexible scheduling including some evenings and weekends.

DUTIES AND RESPONSIBILITIES:

1. Assume leadership responsibility to manage all grant activities within grant limitations and within budget constraints;
2. Arrange and organize meetings with Tech Prep Design teams, school administrators, community groups and business organizations;
3. Provide technical assistance to schools with recruitment and staff development issues;
4. Develop staff and faculty training program;
5. Assist with articulation with secondary schools and vocational centers;
6. Stay abreast of new developments related to tech-prep by reading the literature and attending such meetings as may be appropriate;
7. Prepare reports as required for the project; and
8. Perform other duties as assigned by the Dean of Business, Technology and Natural Science and as subsequent year funding changes the nature of job responsibilities.

ESSENTIAL FUNCTIONS:

1. Must be able to communicate over telephone devices on a daily basis;
2. Must be able to provide verbal / visual presentations to local community areas and schools; and
3. Must have the capability to travel to the communities and education systems serviced by the College on an as needed basis.

REQUIREMENTS:

Bachelors degree required, but a masters is preferred. Full-time business, industrial or educational and administrative experience is desired. Knowledge of an and an appreciation for the role of tech-prep curricula in today's society is necessary along with excellent verbal and written communication skills. PC word processing and data base management skills.

Date Last Evaluated: 02/96 (Revised 5/19/98)

Zollie Hall, 08:01 AM 6/15/98 , Tech Prep Coordinator

X-Sender: hallz@mail.svcc.edu (Unverified)

Date: Mon, 15 Jun 1998 08:01:03 -0500

To: devanc

From: Zollie Hall <hallz@hpx1.svcc.edu>

Subject: Tech Prep Coordinator

Cc: goverp

Curt, please consider this as my application for the Tech Prep Coordinator position that is advertised by SVCC. Dr. Gover has my file and a number of reference letters from current T/P Lead Facilitators. I have served as T/P Co-director for the last five years in addition to my duties as dean.

If you need additional information, please contact me.

SAUK VALLEY COMMUNITY COLLEGE

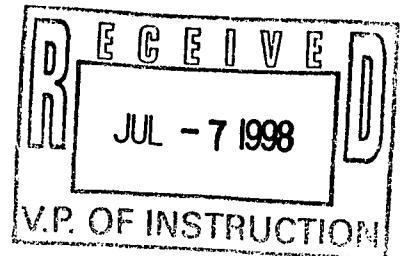
MEMORANDUM

DATE: July 7, 1998

TO: Dr. Philip Gover and Curt Devan

FROM: Mike Seguin *ms*

RE: Completion of the Search for the Tech Prep Coordinator



The Search Committee for the Tech Prep Coordinator has completed its search. Zollie Hall is the committee's unanimous choice. Those present at the selection committee meeting were: Jean Cogdall, Jerry Frana and John Wardell from Sauk; Judy Worthen, WAVC; Sharon Lindahl, Prophetstown-Lyndon-Tampico; Carol Armstrong, Morrison High School; and Michael Seguin, committee chair.

Other candidates for the position were Patty Smith, Dixon, Illinois; Dorothy A. Patton, Cairo, Illinois; and Joyce Dalton, Wickliffe, Kentucky.

js

For Board Meeting of
August 24, 1998

Agenda Item H-2

PRESIDENT'S CONTRACT

Following discussion in closed session, action may be taken on renewal/updating of the President's contract.

RECOMMENDATION: Appropriate action.

BOND INVESTMENTS

Liability, Protection & Settlement	Hanover Park, IL	5.00	12-01-98	\$461,113.53
Liability, Protection & Settlement	District Columbia	4.60	06-01-99	50,405.63
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.65	02-15-00	466,674.88
Liability, Protection & Settlement	Hawaii St.	4.00	11-01-00	494,691.33
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	555,552.47
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	543,529.61
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	49,338.66
Liability, Protection & Settlement	Cook County II Twp	5.00	12-01-03	581,130.82
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	229,056.41
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,813.47
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	312,193.83
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,842.97
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	203,378.40
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,854.92
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,487.91
SUBTOTAL BONDS				\$5,020,064.84
TOTAL INVESTMENTS				<u>\$10,520,064.84</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Richard J. Palmer
PRESIDENT
M. Jean DC
SECRETARY
DATE _____

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 August 18, 1998

CHECKING ACCOUNTS

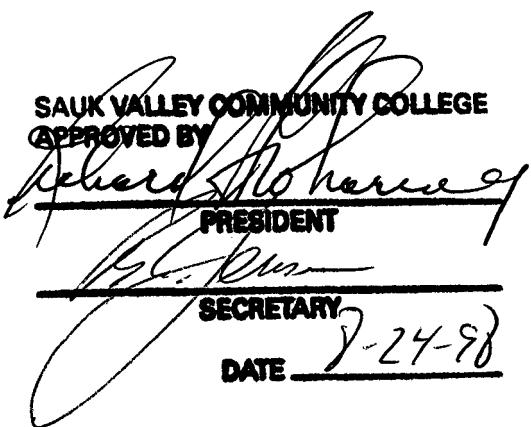
<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	4.38	\$910,762.15
Bookstore Account	Sterling Federal, Sterling	4.57	52,686.74
Illinois Public Treasurers	First of America Bank, Springfield	5.50	103,258.01
Investment Pool	Springfield		
	SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS		1,066,706.90
<u>NON-INT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		11,771.96
Insurance Account	Sterling Federal, Sterling		0.00
	SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS		11,771.96
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		4.72	5,304.00
	SUBTOTAL MONEY MARKET FUNDS		5,304.00
	TOTAL CHECKING ACCOUNTS		\$1,083,782.86

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
Educational Fund	Union Bank, Tampico	5.48	12-30-98	\$200,000.00
Operations & Maintenance	Milledgeville State Bank	5.80	10-12-98	100,000.00
Protection, Health & Safety	Union Bank, Tampico	5.76	09-24-98	300,000.00
Protection, Health & Safety	Union Bank, Tampico	5.52	10-22-98	100,000.00
Protection, Health & Safety	Amcore Bank, Sterling	5.85	06-30-99	200,000.00
Protection, Health & Safety	Amcore Bank, Sterling	5.85	07-30-99	100,000.00
Bond & Interest	Union Bank, Tampico	5.52	10-22-98	100,000.00
Bond & Interest	Union Bank, Tampico	5.48	10-30-98	100,000.00
Auxiliary		5.91	06-02-99	300,000.00
Working Cash	Amcore Bank, Sterling	5.50	01-30-99	200,000.00
Working Cash	Union Bank, Tampico	5.76	03-03-99	1,000,000.00
Working Cash	First National Bank, Amboy	6.20	04-03-99	1,000,000.00
Working Cash	Amcore Bank, Sterling	5.85	07-22-99	300,000.00
Liab., Prot. & Settlement	Amcore Bank, Sterling	5.50	01-30-99	100,000.00
Liab., Prot. & Settlement	Union Bank, Tampico	5.91	05-29-99	200,000.00
Liab., Prot. & Settlement	Amcore Bank, Sterling	5.85	07-22-99	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
	SUBTOTAL INVESTMENTS			\$5,500,000.00

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AUGUST 24, 1998

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-25 General Operating Funds	\$1,015,594.07
Pages 26-29 Restricted Fund	170,550.50
Pages 30-36 Bookstore	<u>63,210.67</u>
TOTAL	<u>\$1,249,355.24</u>


SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Richard J. Schreyer
PRESIDENT


SECRETARY
DATE 8-24-98

Vouch 13042

CHECK NUMBER	DATE	PAYEE/VENDOR		<-- INVOICE NUMBER -->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0013043	07/23/98	ADMMAR	Admissions Marketing Report	98/99 RENEWAL	I0018292	01	420000	540110	3010	150.00
G0013044	07/23/98	AMBCOM	Amboy Community Unit School		I0018296	01	343100	560100	4010	75.00
G0013045	07/23/98	AVECO	AVECO	CONF FEE	I0018307	01	430100	550100	3040	150.00
G0013046	07/23/98	341564511	Bivins, Sherila L.		S0002472	01				15.00
G0013047	07/23/98	COBMAN	Cobra Manager	98/99 FEE	I0018286	051000	520300	540860	6090	500.00
G0013048	07/23/98	339761310	Connelly, Tiffany		S0002470	01				152.57
G0013049	07/23/98	DAWSUB	Dawson Subscription Service	622190	I0018315	01	362100	540600	2010	7,548.34
G0013050	07/23/98	358702822	Dennis, Anne E.		S0002469	01				55.10
G0013051	07/23/98	359662188	Dondelinger-Nyman, Brenda M.		S0002476	01				1,260.48
G0013052	07/23/98	345385894	Drew, Gary	ADVANCE	I0018305	02	543000	550100	7030	181.80
G0013053	07/23/98	361669263	Field, Robert	ADVANCE 8/98	I0018303	02	543000	550100	7030	144.00
G0013054	07/23/98	FRALIF	Franklin Life Insurance Compan	J & L WARDELL	I0018322	01				265.00
G0013055	07/23/98	322586941	Gallentine, Katherine	STDT LN	I0018302	051400				193.80
G0013056	07/23/98	331469490	Gehlbach, Christyne M.		I0018298	01	352000	550100	1040	7.00
G0013057	07/23/98	IACRAO	Ill Assoc of Collegiate Regist	98/99 DUES	I0018291	01	420000	540110	3010	120.00

REPORT FARCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- Ge (cont.)

Sauk Valley Community College
Check Register
From 07/23/98 To 07/23/98

RUN DATE: 08/17/98
TIME: 09:55 AM
PAGE: 2

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		VENDOR'S	INTERNAL							
G0013058	07/23/98	356646610	Jordan, Aron	LOWRIDERS	I0018314	101120	461412	590900	6090	400.00
G0013059	07/23/98	533466182	Kim, Linda A.		I0018310	101130	461413	590900	6090	29.25
G0013060	07/23/98	LEADE	Leadershape, Inc	1155	I0018325	050600	460600	550900	6050	750.00
G0013061	07/23/98	LEECOUC	Lee County Collector	1ST INSTALLMENT	I0018297	02	512020	460000	7090	88.74
G0013062	07/23/98	354487012	Leseman, Jolene K.	TRAV SB 7-14/16	I0018301	050600	460303	550900	6050	162.50
				WBB TR 7-17/19	I0018306	050600	460301	550900	6050	234.00
									CHECK TOTAL	396.50
G0013063	07/23/98	711032739	Marlier, Ronald	NASFAA CONF	I0018299	01	430100	550100	3040	168.55
G0013064	07/23/98	335680040	Martinez, Veronica M.		S0002473	01				51.00
G0013065	07/23/98	MONSHO	Monogram Shoppe	1263	I0018312	050600	460302	540190	6050	420.50
G0013066	07/23/98		Mrs. Drumment	CAMP REFUND	I0018304	051600	463020	450900	4040	50.00
G0013067	07/23/98	NALCHE	Nalco Chemical Company	FREDERICK 7/24	I0018309	02	546000	550100	7080	75.00
G0013068	07/23/98	OFFPROP	Office of Professional Program	CONF FEE	I0018316	02	543000	550100	7030	324.00
						02	546000	550100	7080	182.00
									INVOICE TOTAL	506.00
G0013069	07/23/98	320801912	Olson, Zachary E.		S0002474	01				51.00
G0013070	07/23/98	PRAAUD	Pratt Audio-Visual & Video Cor	809260A	I0018317	01	363200	530200	2020	5,243.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		--- INVOICE NUMBER --->			FUND	ORGN	ACCT	PROG	CHECK AMOUNT
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G0013071	07/23/98	349703110	Schnake, Abigale E.		50002475	01		230000			51.00
G0013072	07/23/98	357408100	Seagren, Catherine		I0018285	01		520100	550100	8020	39.50
G0013073	07/23/98	SOUILL	Southern Illinois University	TESTING 7/98	I0018318	01		130364			100.00
						01		130390			50.00
						01		130310			50.00
				CNA 7/98	I0018319	01		130310			50.00
				CNA-CHAFEE 7/98	I0018320	01		130310			50.00
				CNA SMITH/SERRA	I0018321	01		130310			100.00
							INVOICE TOTAL				400.00
							CHECK TOTAL				400.00
G0013074	07/23/98	360743901	Thompson, Michele L.	STDT LN	I0018300	051400		130905			156.85
G0013075	07/23/98	TIACRE	TIAA/CREF	BEHRENDT	I0018287	01		211000	520920	8010	3,459.00
G0013076	07/23/98	USPOS	US Postmaster	REFILL 254 7/98	I0018323	01		513000	540430	8060	500.00
				BULK 243 7/98	I0018324	01		513000	540430	8060	800.00
							CHECK TOTAL				1,300.00
G0013077	07/23/98	328845354	Wells, Geri-Dee A.		50002471	01		230000			276.00
G0013078	07/23/98	392848543	Wood, Therese L.	LOCKS	I0018289	01		335100	540120	1010	31.75
							=====				

REPORT FARCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- Ge

Sauk Valley Community College
Check Register
From 07/28/98 To 08/24/98

RUN DATE: 08/17/98
TIME: 09:56 AM
PAGE: 4

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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	<---- INVOICE NUMBER ---->		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0013081	07/29/98	AMEEXP1	American Express Financial Adv	7/31/98 P/R	I0018326	01		212010		375.00
G0013082	07/29/98	CAPGUA	Capital Guardian Trust Company	7/31/98 P/R	I0018327	01		212180		375.00
G0013083	07/29/98	EQULIF	Equitable Life Assurance	7/31/98 P/R	I0018328	01		212020		132.00
G0013084	07/29/98	FARNEW	Farmers New World Life Insuran	7/31/98 P/R	I0018329	01		212040		25.00
G0013085	07/29/98	FEDLIF	Federal Life Insurance Company	7/31/98 P/R	I0018330	01		212050		20.00
G0013086	07/29/98	FRALIF	Franklin Life Insurance Compan	7/31/98 P/R	I0018331	01		212060		670.00
G0013087	07/29/98	HORMAN	Horace Mann Insurance Company	7/31/98 P/R	I0018332	01		212080		25.00
G0013088	07/29/98	ILLDEP	Illinois Department of Revenue	7/31/98 P/R	I0018339	01		210200		6,791.81
G0013089	07/29/98	ILLMUT	Illinois Mutual	7/31/98 P/R	I0018337	01		211550		27.26
G0013090	07/29/98	INTREV	Internal Revenue Service	7/31/98 P/R	I0018344	01		210900		158.45
G0013091	07/29/98	KAGJOE	Joel A. Kagann, Circuit Court	7/31/98 P/R	I0018343	01		210900		130.00
G0013092	07/29/98	MEYLYD	Lydia S. Meyer, Trustee	7/31/98 P/R	I0018345	01		210900		125.00
G0013093	07/29/98	MAISTA	Main Stay Funds	7/31/98 P/R	I0018333	01		212170		75.00
G0013094	07/29/98	SCHEMP	School Employees Credit Union	7/31/98 P/R	I0018341	01		210700		17,325.33
G0013095	07/29/98	STAUNI	State Universities Retirement	7/31/98 P/R	I0018342	01		210500		19,309.14

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0013096	07/29/98	SAUFOU	SVCC Foundation	7/31/98 P/R	I0018340	01		211600		5.00
G0013097	07/29/98	TIACRE	TIAA/CREF	7/31/98 P/R	I0018334	01		212150		4,064.66
G0013098	07/29/98	TRUMAR	Trustmark Insurance	7/31/98 P/R	I0018338	01		211500		741.60
G0013099	07/29/98	VALIC	Variable Annuity Life Insurance	7/31/98 P/R	I0018335	01		212200		260.00
G0013100	07/29/98	WADREE	Waddell & Reed, Inc	7/31/98 P/R	I0018336	01		212160		75.00
<i>Void 13/01</i>										
G0013102	07/30/98	ATT	AT & T	7392225833	I0018361	02	545000	570500	7060	889.31
G0013103	07/30/98	ATLPEN	Atlas Pen & Pencil Corp	929114-1	I0018373	01	441100	540120	3020	8.17
G0013104	07/30/98	352727149	Beswick, Richard R.	7/17	I0018377	02	512020	540140	7090	60.00
G0013105	07/30/98	337587055	Donnelly, Dave	BB CAMP 6/98	I0018363	051600	463010	530800	4040	205.51
G0013106	07/30/98	EDUVID	Educational Video Network, Inc	232-210	I0018380	01	322300	540120	1010	42.95
G0013107	07/30/98	FEDEXP	Federal Express Corp	4-586-29257	I0018376	01	513000	540430	8060	57.50
G0013108	07/30/98	374446204	Frederick, James E.		I0018381	02	546000	550100	7080	59.35
G0013109	07/30/98	GALRES	Gale Research	7952008	I0018357	01	362100	540500	2010	149.96
				7955040	I0018358	01	362100	540500	2010	144.09
				7958843	I0018359	01	362100	540500	2010	104.99
				7950421A	I0018401	01	362100	540500	2010	109.20
CHECK TOTAL										508.24

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		NAME		VENDOR'S	INTERNAL							
G0013110	07/30/98	354340409	Gover, Phil	TRAVEL	7/21/98	I0018360	01	311000	550100	8010	20.12	
G0013111	07/30/98	GRELAK	Great Lakes Airgas Inc	837179		I0018369	01	333200	540120	1030	4.55	
G0013112	07/30/98	341725400	Haenni, Jared E.			S0002477	01		230000		10.00	
G0013113	07/30/98	318466862	Hofreiter, Holly			I0018374	01	343100	540120	4010	176.05	
G0013114	07/30/98	HONEY	Honeywell Inc	684PT513		I0018398	02	546000	540110	7080	121.29	
G0013115	07/30/98	HUNHOR	Huntley Horticulture Service	7/27/98		I0018350	02	543000	530400	7030	1,230.00	
G0013116	07/30/98	346369361	Kahly, Larry R			I0018384	02	541000	540140	7010	69.00	
G0013117	07/30/98		Lee/Carroll County CASA	J SCHOLL		I0018372	01	324600	530200	1020	25.00	
G0013118	07/30/98	310561385	Lenz, Jim	7/23 CONTRACT		I0018367	01	345100	530200	4020	171.00	
G0013119	07/30/98	354487012	Leseman, Jolene K.			I0018377	050600	460303	550900	6050	179.07	
G0013120	07/30/98	MEDPRN	Mediq PRN	752854		I0018351	01	352200	580620	1040	721.00	
G0013121	07/30/98	NASFAA	National Assoc of Student Fina	091500		I0018366	01	430100	540110	3040	504.00	
G0013122	07/30/98	PEOJOU	Peoria Journal Star	421591		I0018352	01	513000	550400	8060	399.42	
G0013123	07/30/98		Cancelled Check									
G0013124	07/30/98	PROBEN	Professional Benefit Administr	8-01-98		I0018364	051000	520300	540830	6090	3,874.98	
							051000	520300	540840	6090	2,899.74	
							051000	520300	540850	6090	348.00	
							051000	520300	540870	6090	1,742.00	
							051000	520300	540890	6090	1,568.91	
											INVOICE TOTAL	10,433.63

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			NAME	VENDOR'S	INTERNAL						
G0013125	07/30/98	ROCREG	Rockford Register Star	802467	I0018353	01	513000	550400	8060		644.60
G0013126	07/30/98	SAUVALN	Sauk Valley Newspapers	12 6/29	I0018383	01	110000	540700	8050		25.28
G0013127	07/30/98	SBMBUS	SBM Business Equipment Center	243234A	I0018382	01	441100	540110	3020		36.41
				243235	I0018385	01	212300	540110	2090		27.50
				243242	I0018386	01	314000	530400	1090		138.08
									CHECK TOTAL		201.99
G0013128	07/30/98	SPRIN	SPRINT	7/16/98	I0018365	02	545000	570500	7060		2,932.63
G0013129	07/30/98	TERMUS	Terra Museum of American Art	4567	I0018400	01	322100	540120	1010		36.00
G0013130	07/30/98	337708644	Vanderploeg, Kent E.	7/18	I0018375	02	512020	540140	7090		80.00
G0013131	07/30/98	328423343	Warrenfeltz, Roger	7/98	I0018349	02	541000	530400	7010		400.00
G0013132	07/30/98	318402940	White, Peggy		I0018378	01	352100	550100	1040		126.75
					I0018389	01	352100	550100	1040		28.35
									CHECK TOTAL		155.10
G0013133	07/30/98	AMCBAN	Amcore Bank	CD 7/30/98	I0018403	03			120200		100,000.00
						07			120200		200,000.00
						12			120200		100,000.00
									INVOICE TOTAL		400,000.00
G0013134	07/30/98	UNIBAN	Union Bank Tampico	CD 7/30/98	I0018404	01			120200		200,000.00
						04			120200		100,000.00
									INVOICE TOTAL		300,000.00

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Void 13135 + 13136

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VENDOR'S	INTERNAL									
G0013137	08/06/98	387847907	Alfano, Cindy	I0018419	01	441100	540120	3020		33.56
G0013138	08/06/98	AMEEXP	American Express	7/28/98	I0018412	01	211000	550900	8010	168.03
G0013139	08/06/98	ATTCRE	AT&T Credit Corporation	7/27/98	I0018430	01	513000	560300	8060	2,708.52
					01	513000	560400	8060		436.69
									INVOICE TOTAL	3,145.21
G0013140	08/06/98	349745729	Barnes, Kris	PETTY CASH 99	I0018428	050600		113040		400.00
G0013141	08/06/98	205329509	Behrendt, Richard	JULY ROTARY 98	I0018407	01	211000	520920	8010	22.00
G0013142	08/06/98	341465092	Broderick, Melva J.	ST LN DUE 12/17	I0018414	051400		130905		150.00
G0013143	08/06/98	359605964	Collins, Rae L.	STD LN 12/17/98	I0018418	051400		130905		150.00
G0013144	08/06/98	344688307	Cushman, Jay T.		S0002478	01		230000		51.00
G0013145	08/06/98	DIXCOU	Dixon Country Club	SEPT 16, 1998	I0018415	050600	460203	550900	6050	160.00
G0013146	08/06/98	DIXPAR	Dixon Park District	GOLF PRACTICE	I0018420	050600	460203	560100	6050	150.00
G0013147	08/06/98	337641927	Dowding, Peter M.		S0002479	01		230000		1,260.48
G0013148	08/06/98	352708101	Foster, DaJuan T.		S0002480	01		230000		500.00
G0013149	08/06/98	FREMEM	Freeport Memorial Hospital	FINAL PYMT 8/98	I0018405	01	352500	530200	1040	300.00
G0013150	08/06/98	GLEUPH	Glenn's Upholstery	8-4-98	I0018433	01	513000	580510	8060	6,675.00
G0013151	08/06/98	354340409	Gover, Phil	TRV THR 7/27/98	I0018409	01	311000	550100	8010	34.26

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G0013152	08/06/98	GTEWIR	GTE Wireless	8/12/98	I0018425	02	545000	570500	7060		59.37
G0013153	08/06/98	326604932	Kastello, Lisa L.	ART PIECES	I0018421	01		130903			150.00
G0013154	08/06/98	KSBHOS	KSB Hospital	REFUND-CHAFFEE	I0018424	01		130310			43.00
G0013155	08/06/98	354487012	Lesemän, Jolene K.	SB 7/29-7/31/98	I0018416	050600	460303	550900	6050		248.88
				BB 8-1/8-2-98	I0018417	050600	460301	550900	6050		159.50
									CHECK TOTAL		408.38
G0013156	08/06/98	LPNAI	Licensed Practical Nurse Assoc	IV THERAPY	I0018111	01	352400	530200	1040		50.00
G0013157	08/06/98	LUCTEC	Lucent Technologies	0190799849	I0018431	02	545000	570500	7060		3,582.00
G0013158	08/06/98	MONSHO	Monogram Shoppe	VB CAMP TSHIRTS	I0018413	051600	463040	540190	4040		158.00
G0013159	08/06/98	326484262	Schmidt, Rebecca S		I0018411	01	331000	540110	2080		43.90
G0013160	08/06/98	SINCEN	Sinissippi Centers	TRAIN 6/29/98	I0018406	01	345100	530200	4020		315.00
G0013161	08/06/98	STEARE	Sterling Area Chamber of Comme	99 DUES	I0018423	050130	345400	540600	4090		160.00
G0013162	08/06/98	357408108	Stewart, James L.	PETTY CASH FY99	I0018432	050600		113040			300.00
G0013163	08/06/98	318401202	Thomas, Robert	LEE CTY BOOKS	I0018408	01	362100	540500	2010		175.00
G0013164	08/06/98	357403375	Wardell, John	CISCO SPLY 7/98	I0018410	01	333100	540120	1030		102.27
<i>Void 13165 + 13166</i>		AMEEEXP1	American Express Financial Adv	8-15 PR	I0018439	01		212010			375.00

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				VENDOR'S	INTERNAL					
G0013168	08/12/98		Voided Check							
G0013169	08/12/98		Voided Check							
G0013170	08/12/98		Voided Check							
G0013171	08/12/98		Voided Check							
G0013172	08/12/98		Voided Check							
G0013173	08/12/98		Voided Check							
G0013174	08/12/98		Voided Check							
G0013175	08/12/98		Voided Check							
G0013176	08/12/98		Voided Check							
G0013177	08/12/98		Voided Check							
G0013178	08/12/98		Voided Check							
G0013179	08/12/98		Voided Check							
G0013180	08/12/98		Voided Check							
G0013181	08/12/98		Voided Check							
G0013182	08/12/98		Voided Check							
G0013183	08/12/98		Voided Check							
G0013184	08/12/98		Voided Check							
G0013185	08/12/98		Voided Check							
G0013186	08/12/98		Voided Check							
G0013187	08/12/98		Voided Check							
G0013189	08/12/98	CAPGUA	Capital Guardian Trust Company	8-15 PR		I0018440	01		212180	375.00
G0013190	08/12/98	EQULIF	Equitable Life Assurance	8-15 PR		I0018441	01		212020	132.00
G0013191	08/12/98	FARNEW	Farmers New World Life Insuran	8-15 PR		I0018442	01		212050	25.00
G0013192	08/12/98	FEDLIF	Federal Life Insurance Company	8-15 PR		I0018443	01		212050	20.00
G0013193	08/12/98	FRALIF	Franklin Life Insurance Compan	8-15 PR		I0018444	01		212060	670.00
G0013194	08/12/98	HORMAN	Horace Mann Insurance Company	8-15 PAYROLL		I0018445	01		212080	25.00
G0013195	08/12/98	ILLDEP	Illinois Department of Revenue	8-15 PR		I0018452	01		210200	5,230.22
G0013196	08/12/98	ILLMUT	Illinois Mutual	8-15 PAYROLL		I0018450	01		211550	27.26
G0013197	08/12/98	INTREV	Internal Revenue Service	8-15 PR		I0018457	01		210900	147.10

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0013198	08/12/98	KAGJOE	Joel A. Kagann, Circuit Court	8-15 PAYROLL	I0018456	01		210900		130.00
G0013199	08/12/98	MEYLYD	Lydia S. Meyer, Trustee	8-15 PR	I0018458	01		210900		125.00
G0013200	08/12/98	MAISTA	Main Stay Funds	8-15 PR	I0018446	01		212170		75.00
G0013201	08/12/98	345708279	Parry, Michelle		50002481	01		230000		150.00
G0013202	08/12/98	SCHEMP	School Employees Credit Union	8-15 PR	I0018454	01		210700		17,375.33
G0013203	08/12/98	STAUNI	State Universities Retirement	8-15 PR	I0018455	01		210500		14,864.71
G0013204	08/12/98	SAUFOU	SVCC Foundation	8-15 PR	I0018453	01		211600		5.00
G0013205	08/12/98	TIACRE	TIAA/CREF	8-25 PR	I0018447	01		212150		4,064.66
G0013206	08/12/98	TRUMAR	Trademark Insurance	8-15 PR	I0018451	01		211500		741.60
G0013207	08/12/98	VALIC	Variable Annuity Life Insurance	8-15 PR	I0018448	01		212200		260.00
G0013208	08/12/98	WADREE	Waddell & Reed, Inc	8-15 PR	I0018449	01		212160		75.00
<i>Void 13209 & 13210</i>										
G0013211	08/13/98	387847907	Alfano, Cindy	TUIT REIMB 2 CR	I0018593	01	441100	520720	3020	195.60
G0013212	08/13/98	AMOOIL	Amoco Oil Company	7/25/98	I0018556	050800	415000	540150	6050	57.89
G0013213	08/13/98	BURCOU	Bureau County Republican	10292 8/98	I0018564	01	212100	540600	8030	57.60
G0013214	08/13/98	CANINN	Candlelight Inn	6/10/98	I0018554	01	520100	550100	8020	56.68
G0013215	08/13/98		Child Magazine	RENEWAL	I0018573	050500	414000	540190	6030	8.97

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			VENDOR'S	INTERNAL					
G0013216	08/13/98	483908003 Cox, Terry J.		10018595	050600	460204	550900	6050	144.57
G0013217	08/13/98	346488543 Damhoff, Russ K.		10018601	050600	460201	540120	6050	76.65
G0013218	08/13/98	345385894 Drew, Gary	BULBS 8/13/98	10018559	02	543000	540140	7030	192.76
				10018582	02	543000	550100	7030	41.40
								CHECK TOTAL	234.16
G0013219	08/13/98	FEDEXP Federal Express Corp	7-025-37362	10018555	01	513000	540430	8060	65.00
G0013220	08/13/98	361669263 Field, Robert		10018583	02	543000	550100	7030	25.80
G0013221	08/13/98	374446204 Frederick, James E.		10018584	02	546000	550100	7080	222.65
G0013222	08/13/98	495900209 Frederick, Lesley	REIMBURSEMENT	10018571	01	513000	550400	8060	529.53
G0013223	08/13/98	354340409 Gover, Phil	THIRD Q R DUES	10018557	01	311000	540600	8010	184.00
			TR 8/3-8/10/98	10018563	01	311000	550100	8010	30.80
								CHECK TOTAL	214.80
G0013224	08/13/98	HIGCOL Highland Community College	GOLF ENTRY FEE	10018551	050600	460203	550900	6050	60.00
G0013225	08/13/98	Hurlbut, Carol	CFK REFUND	10018548	01	343400	450420	4040	24.00
G0013226	08/13/98	352546924 Kennedy, Mariah M.	STD LOAN 8/98	10018572	051400		130905		150.00
G0013227	08/13/98	392500967 Lawrence, Marcy	MS WORD	10018576	01	345300	530200	4020	2,270.10

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		NAME	VENDOR'S NUMBER	INTERNAL							
G0013228	08/13/98	354487012	Leseman, Jolene K.		I0018597	050600	460303	550900	6050	196.95	
					I0018599	050600	460301	550900	6050	233.03	
CHECK TOTAL											
										429.98	
G0013229	08/13/98		Lindsey, Doug	RECRUT	7/23/98	I0018558	01	513000	550400	8060	199.12
G0013230	08/13/98	343289565	Linton, Carol L.			I0018585	01	520100	550100	8020	13.85
G0013231	08/13/98	LUCTEC	Lucent Technologies	0191061842		I0018566	02	545000	570500	7060	188.00
G0013232	08/13/98	352604018	Meyer, Paula			I0018586	01	513000	580903	8060	420.00
G0013233	08/13/98	337702074	Minson, Charla			I0018592	101120	461412	590900	6090	162.00
G0013234	08/13/98	NJCAA	NJCAA	98-99 PUBLICATI		I0018560	050600	460401	540600	6050	56.50
G0013235	08/13/98	NJCAA	NJCAA	NATL MENS DUES		I0018568	050600	460401	540600	6050	575.00
G0013236	08/13/98	NJCAA	NJCAA	WOMENS NATL DUE		I0018569	050600	460401	540600	6050	530.00
G0013237	08/13/98	NJCWOM	NJCAA Region IV Women			I0018567	050600	460401	540600	6050	650.00
G0013238	08/13/98	PARHIL	Park Hills Golf Course	HIGHLAND 36		I0018550	050600	460203	550900	6050	91.00
G0013239	08/13/98	329461846	Paulsen, Carmel A.	OFC SPLY 8/6		I0018553	02	546000	540110	7080	41.08
G0013240	08/13/98	SHEOIL	Shell Oil Company	0724098		I0018549	050800	415000	540150	6050	74.35
G0013241	08/13/98	348506270	Shelley, Chris	RADIO SHACK		I0018562	01	363200	540410	2020	34.28

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		NAME		INTERNAL						
G0013242	08/13/98	SOUILL	Southern Illinois University	CNA TEST 8/98	I0018575	01		130310		50.00
				CNA TEST CV	I0018577	01		130310		50.00
				CNA TEST PCM	I0018578	01		130310		50.00
				CNA TEST DHC	I0018579	01		130310		100.00
				CNA TEST WJTPA	I0018581	01		130364		50.00
										CHECK TOTAL 300.00
G0013243	08/13/98	STEARE	Sterling Area Chamber of Comme	TOM G DINNER	I0018574	01	345400	550100	4090	15.00
G0013244	08/13/98	351282765	Swanson, Palmer C.	EXCEL	I0018580	01	345300	510320	4020	1,820.00
G0013245	08/13/98	484705603	Ulirick, Steve		I0018594	01	420000	550100	3010	94.48
G0013246	08/13/98	342402303	Vankooten, Monte J	ASST. COACH	I0018561	050600	460203	530200	6050	100.00
G0013247	08/13/98	WAHCLI	Wahl Clipper Inc	IMA/ITP 98	I0018570	01	345100	450420	4020	2,500.00
G0013248	08/13/98	357403375	Wardell, John	CISCO SUPPLIES	I0018552	01	333100	540120	1030	148.09
G0013249	08/13/98	WILFAR	Wildseed Farms	WILDFLOWER 8/98	I0018565	02	543000	540140	7030	60.00
G0013250	08/13/98	SCHEMP	School Employees Credit Union	DIRECT DEPOSIT	I0018677	01		210700		9,398.21
<i>Void 13251+13252</i>										
G0013253	08/24/98	ACEHAR	Ace Hardware	446405	I0018609	02	543000	540140	7030	4.49
				434862	I0018637	02	543000	540140	7030	13.97
				439193	I0018639	02	543000	540140	7030	36.98
										CHECK TOTAL 55.44

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				VENDOR'S	INTERNAL					
G0013254	08/24/98	ALDRI	Aldrich	4138623	I0018638	01	335200	540120	1010	115.30
G0013255	08/24/98	AMMUL	AM Multigraphics	2629395	I0018626	050300	212200	540810	6090	313.03
G0013256	08/24/98	ACA	American Counseling Association	DUES APT 99 MEMBERSHIP	I0018611 I0018651	01 01	412000 411000	540600 540600	3060 8010	85.00 136.00
									CHECK TOTAL	221.00
G0013257	08/24/98	ANDBOL	Andrew Bollman Photography	146	I0018653	01	212100	540700	8030	15.90
G0013258	08/24/98	ARAUNI	Aramark Uniform Services Inc	610-2957799	I0018606	01	323100	530200	1010	4.17
G0013259	08/24/98	ASHWO	Ashworth, Inc	384767	I0018530	050600	460203	540120	6050	50.15
G0013260	08/24/98	BESWES	Best Western Brandywine Lodge	38877 38926	I0018533 I0018537	01 01	513000 513000	550400 550400	8060 8060	59.44 174.40
									CHECK TOTAL	233.84
G0013261	08/24/98	BROFER	Browning-Ferris Industries	980700-0005868	I0018655	02	545000	570700	7060	272.00
G0013262	08/24/98	CEGLA	C & E Glass	81093	I0018676	01	363100	530400	2040	170.00
G0013263	08/24/98	CATENG	Caterpillar-Engine Protection	111649	I0018617	02	545000	570900	7060	412.41
G0013264	08/24/98	CHRHIG	Chronicle of Higher Education	KERBER RENEW 99	I0018610	01	411000	540600	8010	40.50
G0013265	08/24/98	CHRPHI	Chronicle of Philanthropy	7/30/98	I0018542	01	212100	540600	8030	112.00

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				VENDOR'S	INTERNAL					
G0013266	08/24/98	COLENE	Columbia Energy Services	13--JUL-1998	I0018496	02	545000	570100	7060	1,037.41
G0013267	08/24/98	COMEDI	CommonWealth Edison	80006 7/28/98	I0018484	02	545000	570300	7060	32.66
				8005 7/29/98	I0018546	02	545000	570300	7060	39.11
									CHECK TOTAL	71.77
G0013268	08/24/98	COMUNI	Community Unit School District	4849	I0018616	01	110000	530500	8050	429.82
G0013269	08/24/98	COROFF	Corporate Office City	29119-0	I0018466	01	430100	540110	3040	23.97
				29284-0	I0018470	01	430100	540110	3040	195.60
				29218-0	I0018482	01	520100	540110	8020	216.60
				29376-0	I0018485	01	520100	540110	8020	137.94
				29118-0	I0018534	01	520100	540110	8020	32.99
									CHECK TOTAL	607.10
G0013270	08/24/98	CREED	CREED	10581286	I0018512	02	541000	540140	7010	80.94
				10578237	I0018513	02	541000	540140	7010	210.12
				10583603	I0018532	02	541000	540140	7010	39.33
									CHECK TOTAL	330.44
G0013271	08/24/98	CREELE	Crescent Electric Supply Co	013-304812-00	I0018526	02	541000	540140	7010	27.05
G0013272	08/24/98	DEKMET	DeKroft-Metz and Co, Inc	29414	I0018632	01	352200	540120	1040	255.06
G0013273	08/24/98	DIGKEY	Digi-Key Corp	5874333	I0018462	01	333100	540120	1030	281.67

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		NUMBER	NAME	VENDOR'S	INTERNAL						
G0013274	08/24/98	ECOLAB	ECOLAB	5542998	I0018664	02	541000	530400	7010		169.00
G0013275	08/24/98	ELERAI	Electronic Rainbow Ind	15739	I0018477	01	333100	540120	1030		135.75
G0013276	08/24/98	ELESCH	Electronic School Supply, Inc	014473	I0018476	01	333100	540120	1030		218.00
G0013277	08/24/98	ELESCH	Electronic School Supply, Inc	014590	I0018649	01	333100	540120	1030		122.50
G0013278	08/24/98	ESSCOM	Essex Computers	37254	I0018486	01	333100	540120	1030		929.70
				37163	I0018620	01	333100	540120	1030		320.00
										CHECK TOTAL	1,249.70
G0013279	08/24/98	EUGMAT	Eugene Matthews, Inc	1345A	I0018613	03	512030	580400	8020		38,734.00
G0013280	08/24/98	FIRAGE	First Agency Inc	26952 11600	I0018515	12	512120	560700	8020		1,328.00
				26951 11600	I0018516	12	512120	560700	8020		1,581.00
										CHECK TOTAL	2,909.00
G0013281	08/24/98	FISSCI	Fisher Scientific	3415953	I0018497	01	335200	540120	1010		934.74
				3441041	I0018603	01	335200	540120	1010		911.63
										CHECK TOTAL	1,846.37
G0013282	08/24/98	FLISCI	Flinn Scientific	405793	I0018490	01	335200	540120	1010		703.03
G0013283	08/24/98	FOSMUS	Foster Family Music Center	8/4/98	I0018602	01	322600	580620	1010		3,637.00
G0013284	08/24/98	355266831	Garber, Harold	8/4/98	I0018667	02	541000	530400	7010		150.00

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				VENDOR'S	INTERNAL						
GO013285	08/24/98	GLOCOM	Global Computer Supplies	38187492	I0018475	01	369000	540110	8080		250.79
				38188863	I0018480	01	369000	540110	8080		99.45
										CHECK TOTAL	350.24
GO013286	08/24/98	GRAIN	Grainger	937-294937-1	I0018461	02	512020	540140	7090		318.50
				937-333409-4	I0018463	02	541000	540140	7010		358.84
				937-315250-4	I0018518	02	541000	540140	7010		24.08
				937-312175-6	I0018523	02	541000	540140	7010		61.54
				937-312726-6	I0018524	02	541000	540140	7010		7.90
				937-339440-3	I0018525	02	541000	540140	7010		16.42
										CHECK TOTAL	787.28
GO013287	08/24/98	GRELAK	Great Lakes Airgas Inc	841550	I0018607	01	352100	540110	1040		8.90
				841549	I0018612	01	333200	540120	1030		4.55
										CHECK TOTAL	13.45
GO013288	08/24/98	GRUTRU	Grummert's True Value	080401-0046	I0018505	02	541000	540140	7010		19.62
				072202-0052	I0018510	02	541000	540140	7010		1.73
				081102-0039	I0018666	02	541000	540140	7010		34.04
										CHECK TOTAL	55.39
GO013289	08/24/98	GTENOR	GTE North	7/22/98 FREEPOR	I0018506	01	212100	540700	8030		11.23
GO013290	08/24/98	HILELE	Hill's Electric Motor Service	F5315	I0018509	02	541000	540140	7010		16.64

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		NAME	VENDOR'S	INTERNAL										
G0013291	08/24/98	HONEY	Honeywell Inc	687PT046	I0018520	02	541000	540140	7010		81.48			
				258PT481	I0018656	03					548000	530400	7090	1,427.00
									CHECK TOTAL	1,508.48				
G0013292	08/24/98	ILLCEN	Illinois Central Community Col	SUM/CHARGEBACK	I0018615	01	521000	590300	9030		309.00			
G0013293	08/24/98	IOWILL NATSAF	Iowa-Illinois Safety Council National Safety Council	5580	I0018481	01	345100	540120	4020		87.90			
G0013294	08/24/98	JOSTE	Josten's Inc	519629	I0018460	01	418000	540190	3090		463.93			
				519282	I0018545	01					418000	540190	3090	112.42
									CHECK TOTAL	576.35				
G0013295	08/24/98	LABSAF	Lab Safety Supply	91796550A	I0018543	01	352100	540120	1040		32.91			
G0013296	08/24/98	LAWPRO	Lawson Products	1972174	I0018521	02	541000	540140	7010		196.77			
G0013297	08/24/98	LINCAL	Lindgren Callihan Van Osdol &	10074	I0018514	11	520700	530100	8020		2,500.00			
G0013298	08/24/98	LIPRAV	Lippincott-Raven Publishers	27243442	I0018645	01	351000	540600	1040		61.95			
G0013299	08/24/98	LUNDG	Lundgren's Inc	328077	I0018671	01	212300	540110	2090		10.69			
				327980	I0018672	01					212300	540110	2090	33.27
				328290	I0018673	01					212300	540110	2090	33.27
				328238	I0018674	01					212300	540110	2090	32.37
				328389	I0018675	01					212300	540110	2090	59.54
									CHECK TOTAL	169.16				

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				VENDOR'S	INTERNAL						
G0013300	08/24/98	MACWAR	Mac Warehouse	B9567611	I0018468	01	363200	540410	2020		129.90
G0013301	08/24/98	MAIPRO	Maintenance Products, Inc	00251127	I0018618	02	541000	540140	7010		347.39
				251609	I0018652	02	541000	540140	7010		4.66
										CHECK TOTAL	352.05
G0013302	08/24/98	MENAR	Menards	54586	I0018507	02	543000	540140	7030		25.49
				54417	I0018508	02	543000	540140	7030		20.49
										CHECK TOTAL	45.98
G0013303	08/24/98	MONKON	Montgomery Kone Inc	739340	I0018499	02	541000	530400	7010		585.91
G0013304	08/24/98	MORSER	Morgan Services Inc.	02403	I0018473	02	542000	530400	7020		110.32
				06061	I0018665	02	542000	530400	7020		110.32
										CHECK TOTAL	220.64
G0013305	08/24/98	MOTBRO	Mott Bros Company	4331151	I0018522	02	541000	540140	7010		114.71
G0013306	08/24/98	MUEAUD	Mueller Audio Visual	9400 5/98	I0018528	01	363200	530400	2020		200.00
G0013307	08/24/98	NALCHE	Nalco Chemical Company	GD040	I0018491	02	541000	540140	7010		2,546.10
				GR905	I0018504	02	541000	540140	7010		3,891.84
				GE218	I0018619	02	541000	540140	7010		342.57
										CHECK TOTAL	6,780.51

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		NUMBER	NAME	VENDOR'S	INTERNAL					
G0013308	08/24/98	NICOR	Nicor Gas	6390 6/26/98	I0018483	02	545000	570100	7060	178.42
				1292/7/27/98	I0018631	02	545000	570100	7060	69.95
				1307/7/27/98	I0018640	02	545000	570100	7060	49.37
				1270/7/29/98	I0018648	02	545000	570100	7060	120.95
				9500 5 8/6/98	I0018658	02	545000	570100	7060	2,155.70
				6390 4 7/30/98	I0018663	02	545000	570100	7060	367.53
										CHECK TOTAL 2,941.92
G0013309	08/24/98	OFFPRO	Office Professional	133456-R4	I0018541	01	211000	540600	8010	48.00
G0013310	08/24/98	PAPDIR	Paper Direct Inc	317983370001	I0018467	050300	212200	540810	6090	17.90
				318137650001	I0018629	050130	345400	540110	4090	476.95
										CHECK TOTAL 494.85
G0013311	08/24/98	PETOFF	Peterson Office Service Inc	506064	I0018527	01	520100	530400	8020	169.00
G0013312	08/24/98	PROBIN	Professional Binding Inc	384464	I0018634	050300	212200	540810	6090	29.00
G0013313	08/24/98	QUILL	Quill Corporation	8520913	I0018625	01	420000	540110	3010	250.00
				8682529	I0018635	01	341000	540110	2080	109.41
				8451063	I0018646	01	345100	540120	4020	45.42
				8429218	I0018647	01	341000	540110	2080	26.94
										CHECK TOTAL 432.46
G0013314	08/24/98	RGRA	R-Graphics	331749	I0018627	050300	212200	540810	6090	316.64

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				VENDOR'S	INTERNAL					
G0013314	08/24/98	RGRA	R-Graphics	332412	I0018659	050300	212200	540810	6090	455.56
										CHECK TOTAL 772.20
G0013315	08/24/98	RADRAN	Radio Ranch Inc	12156	I0018529	12	544000	530400	7040	30.00
G0013316	08/24/98	RECBLI	Recording for the Blind & Dysl	627392	I0018621	01	530010	540900	8040	300.00
G0013317	08/24/98	ROCRIV2	Rock River Provision Co	360969	I0018668	01	419000	540190	3090	183.60
G0013318	08/24/98	ROCREG	Rockford Register Star	827958	I0018614	01	513000	550400	8060	405.13
G0013319	08/24/98	ROTCLU	Rotary Club of Sterling	DUES 98-99	I0018539	01	211000	520920	8010	106.50
G0013320	08/24/98	SAUVALN	Sauk Valley Newspapers	LEGAL 56	I0018469	01	110000	540700	8050	37.92
G0013321	08/24/98	SAUVALN	Sauk Valley Newspapers	7/22/98	I0018633	01	513000	550400	8060	48.00
				7/31/98	I0018660	01	212100	540700	8030	321.20
										CHECK TOTAL 369.20
G0013322	08/24/98	SBMBUS	SBM Business Equipment Center	244264	I0018511	01	321000	540110	2080	18.00
				3147	I0018536	01	332400	540120	1020	32.75
				105832	I0018538	050130 01	345400 341000	540110 540110	4090 2080	99.00 99.00
										INVOICE TOTAL 198.00
				245912	I0018544	01	520100	530400	8020	66.
				245307	I0018608	01	430100	540110	3040	13.86
				245308	I0018642	01	430100	540110	3040	113.98

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		VENDOR'S	INTERNAL								
G0013322	08/24/98	SBMBUS	SBM Business Equipment Center	245911	I0018650	01	314000	530400	1090		89.02
				245907	I0018669	01					27.50
										CHECK TOTAL	559.69
G0013323	08/24/98	SCHPLU	Schmitt Plumbing & Heating, In	APP 2	I0018459	03	512030	580400	8020		36,353.00
G0013324	08/24/98	SPETEC	Spectra Tech	111911	I0018472	01	335200	540120	1010		145.49
G0013325	08/24/98	STASUP	State Supply Company	095751	I0018623	02	541000	540140	7010		420.16
G0013326	08/24/98	STESEC	Stewart Security	35426	I0018487	12	544000	530900	7040		840.00
G0013327	08/24/98	TSSPO	T's Sports	9054	I0018604	050600	460305	540120	6050		1,921.00
G0013328	08/24/98	TECAID	Techno-Aide Mfg Co, Inc	221908	I0018643	01	352500	540120	1040		156.53
G0013329	08/24/98	JUNCOM	The Junior and Community Colle	173	I0018478	01	212100	540110	8030		32.95
G0013330	08/24/98	TONTEC	Toner Tech Plus	665	I0018500	01	369000	540110	8080		516.55
G0013331	08/24/98	TOWCOU	Towne & Country Graphics Ltd	22663A	I0018493	01	212100	540700	8030		3,359.00
G0013332	08/24/98	TRIAR	Triarch Inc	078955	I0018494	01	335100	540120	1010		655.66
G0013333	08/24/98	TRICOL	Triton College	052040	I0018519	01	521000	590300	9030		596.75
G0013334	08/24/98	UNICOM	Unique Computer	47147 S	I0018479	050300	212200	540810	6090		55.90
				47342 S	I0018517	050130	345400	530200	4090		10.00
				47392S	I0018547	01	369000	540110	8080		45.00

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		NAME		VENDOR'S	INTERNAL						
G0013334	08/24/98	UNICOM	Unique Computer	47139 S	I0018624	01	335500	540120	1010		485.00
				47478 S	I0018644	01	352200	540110	1040		149.85
										CHECK TOTAL	745.75
G0013335	08/24/98	UNIPAR	United Parcel Service	618479-318	I0018670	01	513000	540430	8060		78.22
G0013336	08/24/98	USPOS	US Postmaster	AUGUST 98	I0018488	01	513000	540430	8060		3,000.00
G0013337	08/24/98	VERCOM	Vernon Company	459889JB	I0018501	01	420000	540110	3010		1,629.68
G0013338	08/24/98	VIKCHE	Viking Chemical Company	223799	I0018535	02	541000	540140	7010		135.30
G0013339	08/24/98	VONIND	Vonachen Industrial Supplies	044301	I0018471	02	542000	540140	7020		157.88
				043616	I0018495	02	542000	540140	7020		1,923.58
				046583	I0018636	02	542000	540140	7020		35.00
				047405	I0018661	02	542000	540140	7020		282.85
										CHECK TOTAL	2,399.31
G0013340	08/24/98	WARRAD	Warren Radio	060300	I0018465	01	333100	540120	1030		22.50
G0013341	08/24/98	328423343	Warrenfeltz, Roger	AUGUST 1998	I0018654	02	541000	530400	7010		400.00
G0013342	08/24/98	WISTUR	Wisconsin Turf Equipment Corp	745220	I0018662	02	543000	540140	7030		348.50
G0013343	08/24/98	WIXFM	WIXN FM - WIXN AM	8/4/98	I0018657	01	212100	540700	8030		600.00
G0013344	08/24/98	WSDAM	WSDR-AM	7/26/98	I0018502	01	212100	540700	8030		550.00

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		NAME	VENDOR'S	INTERNAL						
Q0003715	07/23/98	Cent. for the Applications of	CAPT TRNG WKSHP	I0018283	063011	451000	550100	3020		675.00
Q0003716	07/23/98	COROFF Corporate Office City	28506-0A	I0018278	062022	336102	540110	1090		445.00
			28578-0	I0018280	063045	329930	540190	1060		33.50
									CHECK TOTAL	478.50
Q0003717	07/23/98	LEEWAY Lee Wayne	129017	I0018282	063011	451000	540110	3020		592.16
			129658	I0018284	063011	451000	540110	3020		442.72
									CHECK TOTAL	1,034.88
Q0003718	07/23/98	SBMBUS SBM Business Equipment Center	243234	I0018281	063011	451000	540110	3020		36.41
Q0003719	07/23/98	SPRIN SPRINT	07/16/98	I0018294	062050	347200	570500	4090		88.88
Q0003720	07/23/98	SAUEDU SVCC Educational Fund	INTERFUND 6/98	I0018311	062021	250001				11,963.99
					062010	250001				7,548.57
					062050	250001				4,808.13
					062060	250001				1,888.39
					062073	250001				19,582.07
					062160	250001				59.80
					062240	250001				19.73
					063044	250001				218.12
					063012	250001				30,974.67
					063020	250001				6,982.07
									INVOICE TOTAL	84,045.54

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Q0003722	07/30/98	AMECOL1	American College Testing Asset	99 LIC FEE	I0018356	062071	336200	540420	1020	525.00
Q0003723	07/30/98	AMECOL1	American College Testing Asset	7/29/98	I0018355	062071	336200	540120	1020	2,430.00
Q0003724	07/30/98	360601700	Dalton, Belinda A.	7/20/98-IVCC	I0018402	063011	451000	550100	3020	60.45
Q0003725	07/30/98	KIP Enterprises		ADD/WORLDPLIGHT	I0018347	062010	328200	540120	1050	23.13
Q0003726	07/30/98	Le Meridien		8/17-22/98	I0018395	063011	451000	550100	3020	592.75
Q0003727	07/30/98	LEEWAY	Lee Wayne	130031	I0018387	063045	329930	540190	1060	413.26
				129657	I0018394	063045	329930	540190	1060	1,588.83
										CHECK TOTAL 2,002.09
Q0003728	07/30/98	342385802	Nelson, John D.	7/22/98	I0018388	062050	347200	550100	4090	26.00
Q0003729	07/30/98	RELI A	Reliable	ZYJ63200	I0018348	063011	451000	540110	3020	5.99
Q0003730	07/30/98	RIVMED	Riverscape Media	000284	I0018346	062250	366300	530200	1090	735.00
Q0003731	07/30/98	STAUNI	State Universities Retirement	7/31/98 PAYROLL	I0018392	063020	336400	529990	1030	110.85
						063011	451000	529990	3020	471.76
						062050	347200	529990	4090	72.81
										INVOICE TOTAL 655.42
Q0003732	07/30/98	SUNTRA	Sunny Travel Center	0975810	I0018397	063011	451000	550100	3020	257.00
Q0003733	07/30/98	SAUEDU	SVCC Educational Fund		I0018396	063042	250001			24,352.66
						063011	250001			32,239.72
						062150	250001			6,728.90

REPORT FARCHKR
FISCAL YEAR 1999
BANK: 2 Sterling Federal Bank- Re (cont.)

Sauk Valley Community College
Check Register
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CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NAME		VENDOR'S INTERNAL	10018396					
Q0003733	07/30/98	SAUEDU	SVCC Educational Fund			063042 063041		250001 250001		2,638.42 1,134.12
INVOICE TOTAL										
67,093.82										
<i>Void 3734+3735</i>										
CHECK TOTAL										
67,093.82										
Q0003736	08/06/98	CONBOO	Contemporary Books Inc	2090365	I0018436	063045	329930	540120	1060	247.08
Q0003737	08/06/98	COROFF	Corporate Office City	29410-0	I0018429	063045	329930	540120	1060	234.63
Q0003738	08/06/98	CURASS	Curriculum Associates	417126-1	I0018435	063045	329930	540120	1060	370.70
Q0003739	08/06/98	360601700	Dalton, Belinda A.	PSY100 SUPP	I0018422	063011	451000	540110	3020	91.65
Q0003740	08/06/98	MACWAR	Mac Warehouse	C0266106	I0018438	063011	451000	540120	3020	304.80
Q0003741	08/06/98	RCPRI	RC Printing of Northwestern IL	9992	I0018434	063045	329930	540120	1060	385.00
<i>Void 3743+3744</i>										
24.95										
Q0003745	08/13/98	192663973	Byrd, Tiffany	98-99 SUBSCRIPT	I0018427	063042	329400	540120	1060	
Q0003746	08/13/98	334723780	Ernst, Mark	PRACTICUM	I0018588	062073	336300	530900	1020	2,000.00
Q0003747	08/13/98	ILLSTU	Illinois Student Assistance Co	PRACTICUM	I0018589	062073	336300	530900	1020	2,000.00
Q0003748	08/13/98	325605384	Kriz, Michael A	PRACTICUM	I0018587	062073	336300	530900	1020	2,000.00
Q0003749	08/13/98	LEEWAY	Lee Wayne	130990	I0018598	063011	451000	540120	3020	164.80
Q0003750	08/13/98	337702074	Minson, Charla	ADVANCE 8/17/	I0018591	063011	451000	550100	3020	180.00

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

Check Register
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CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
Q0003751	08/13/98	SBMBUS	SBM Business Equipment Center	245906A	I0018600	063011	451000	540110	3020	34.86
Q0003752	08/13/98	STAUNI	State Universities Retirement	8/15 MATCH FUND	I0018590	063020	336400	529990	1030	110.85
						063011	451000	529990	3020	471.76
						062050	347200	529990	4090	72.81
									INVOICE TOTAL	655.42
Q0003753	08/13/98	STEVAU	Steck-Vaughn Company	24210807	I0018464	063045	329930	540120	1060	408.75
									BANK TOTAL	176.552.52

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Date	Jnl	Ref.. No	Description / Accounts	Debits	Credit
07/09/98	C/D	CHK6226	VOID PENQUIN PUTNAM 548.01 Textbook Purchases 111.00 Cash in Bank	75.00	75
07/09/98	C/D	CHK6268	SHIRLEY DEWEY 550.00 Conference & Meeting Expense 111.00 Cash in Bank	86.31	86
07/09/98	C/D	CHK6269	ANTIOCH PUBLISHING 548.02 Supply Purchases 548.03 Miscellaneous Purchases 111.00 Cash in Bank	143.28 266.84	410
07/09/98	C/D	CHK6270	ADDISON WESLEY 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	29.01 19.10	48
07/09/98	C/D	CHK6271	CORPORATE OFFICE CITY 540.00 General Materials & Supplies 111.00 Cash in Bank	23.92	21
07/09/98	C/D	CHK6272	CURRICULUM PUB CLEARINGH 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	20.00 5.00	25
07/09/98	C/D	CHK6273	DODGER 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	520.15 18.65	531
07/09/98	C/D	CHK6274	ENTEC 548.02 Supply Purchases 111.00 Cash in Bank	287.57	28
07/09/98	C/D	CHK6275	FOR BARE FEET 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	850.39 22.35	87
07/09/98	C/D	CHK6276	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	13.68 15.41	2
07/09/98	C/D	CHK6277	ITP EDUCATION 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	45.00	31
07/09/98	C/D	CHK6278	MULTIPLE ZONES 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	128.98 9.20	13

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Date	Jnl	Ref.- No	Description / Accounts	Debits	Credits
07/09/98	C/D	CHK6279	LOGIN BROS 548.04 Paperback Purchases 111.00 Cash in Bank	202.96	202.96
07/09/98	C/D	CHK6280	MOSBY YEAR BOOK 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	30.36 3.35	33.71
07/09/98	C/D	CHK6281	NTC/CONTEMPORARY 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	142.43 12.82	155.25
07/09/98	C/D	CHK6282	NACSCORP INC 548.04 Paperback Purchases 548.21 Computer Software Purchases 549.04 Paperback Transportation 549.21 Computer Software Transport 111.00 Cash in Bank	39.52 198.40 13.52 8.23	259.67
07/09/98	C/D	CHK6283	NEBRASKA BOOK 548.05 Used Book Purchases 549.05 Used Book Transportation 111.00 Cash in Bank	15.94 20.00	35.94
07/09/98	C/D	CHK6284	PRENTICE HALL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	51.15 3.73	54.88
07/09/98	C/D	CHK6285	QUILL CORP 548.02 Supply Purchases 540.00 General Materials & Supplies 111.00 Cash in Bank	49.96 47.97	97.93
07/09/98	C/D	CHK6286	DOUGLAS STEWART 548.21 Computer Software Purchases 549.21 Computer Software Transport 111.00 Cash in Bank	50.68 20.90	71.58
07/09/98	C/D	CHK6287	UP HILL DOWN USA 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	289.00 4.92	293.92
07/09/98	C/D	CHK6288	WEST PUBLISHING 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	37.10 7.00	44.10
07/09/98	C/D	CHK6289	W W GRAINGER 590.00 Other Expenses 111.00 Cash in Bank	1,503.45	1,503.45

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Date	Jnl	Ref.- No	Description / Accounts	Debits	Credit.
07/13/98	C/D	CHK6290	ILL DEPART REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	1,838.00	1,838.
07/13/98	C/D	CHK6291	MAYFIELD PUBLISHING 548.01 Textbook Purchases 111.00 Cash in Bank	45.00	45.
07/15/98	C/D	CHK6292	PENGUIN PUTNAM 548.01 Textbook Purchases 111.00 Cash in Bank	75.00	75
07/15/98	C/D	CHK6293	DENNIS GOOSSENS 230.00 Accounts Payable 111.00 Cash in Bank	81.81	81
07/15/98	C/D	CHK6294	ILL ASSOC COLLEGE STORES 546.00 Publications & Dues 111.00 Cash in Bank	52.00	52
07/15/98	C/D	CHK6295	MENARDS- STERLING 590.00 Other Expenses 111.00 Cash in Bank	456.41	456
07/15/98	C/D	CHK6296	ANTIOCH PUBLISHING CO 548.03 Miscellaneous Purchases 111.00 Cash in Bank	137.06	137
07/15/98	C/D	CHK6297	EAST PAK CORP 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	407.00 7.16	414
07/15/98	C/D	CHK6298	LOGIN BROTHERS BOOK 548.04 Paperback Purchases 111.00 Cash in Bank	228.00	228
07/15/98	C/D	CHK6299	MOSBY-YEAR BOOK 548.01 Textbook Purchases 111.00 Cash in Bank	3,600.88	3,600
07/15/98	C/D	CHK6300	NACSCORP 548.04 Paperback Purchases 548.21 Computer Software Purchases 549.04 Paperback Transportation 549.21 Computer Software Transport 111.00 Cash in Bank	14.34 57.99 3.57 3.57	79
07/15/98	C/D	CHK6301	DOUGLAS STEWART CO 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	1,009.55 3.78	1,013

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07/15/98	C/D	CHK6301	CORRECTION 549.02 Supply Transportation 548.03 Miscellaneous Purchases	3.78	
07/15/98	C/D	CHK6302	UNIQUE 548.22 Discount Computer Purchase 2,402.00 111.00 Cash in Bank		2,402.00
07/15/98	C/D	CHK6303	US GOV'T PRINTING OFFICE 548.04 Paperback Purchases 111.00 Cash in Bank	63.00	63.00
07/15/98	C/D	CHK6304	UPHILL/DOWN USA 548.03 Miscellaneous Purchases 866.08 549.03 Miscellaneous Transportation 36.11 111.00 Cash in Bank		902.19
07/23/98	C/D	CHK6305	RPS 549.01 Textbook Transportation 158.11 111.00 Cash in Bank		158.11
07/23/98	C/D	CHK6306	SCOTT/JCNES 548.01 Textbook Purchases 705.00 549.01 Textbook Transportation 12.00 111.00 Cash in Bank		717.00
07/28/98	C/D	CHK6307	VOID 111.00 Cash in Bank	0.00	
07/28/98	C/D	CHK6308	AISE 548.01 Textbook Purchases 675.00 111.00 Cash in Bank		675.00
07/28/98	C/D	CHK6309	C-THRU 548.02 Supply Purchases 420.63 111.00 Cash in Bank		420.63
07/28/98	C/D	CHK6310	COLLEGE HOUSE 548.03 Miscellaneous Purchases 541.60 549.03 Miscellaneous Transportation 14.20 111.00 Cash in Bank		555.80
07/28/98	C/D	CHK6311	DODGER 548.03 Miscellaneous Purchases 181.83 549.03 Miscellaneous Transportation 6.14 111.00 Cash in Bank		187.97
07/28/98	C/D	CHK6312	GEAR FOR SPORTS 548.03 Miscellaneous Purchases 2,443.75 549.03 Miscellaneous Transportation 59.85 111.00 Cash in Bank		2,503.60

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Date	Jnl	Ref.. No	Description / Accounts	Debits	Credit
07/28/98	C/D	CHK6313	HAMILTON BELL 548.02 Supply Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	1,023.23 22.49 1,045	
07/28/98	C/D	CHK6314	JIG-HELLO'S CO 548.03 Miscellaneous Purchases 111.00 Cash in Bank	137.70	137
07/28/98	C/D	CHK6315	NACSCORP 548.04 Paperback Purchases 548.01 Textbook Purchases 548.21 Computer Software Purchases 111.00 Cash in Bank	343.55 1,011.18 89.94 1,444	
07/28/98	C/D	CHK6316	ROARING SPRING 548.02 Supply Purchases 111.00 Cash in Bank	1,326.73	1,326
07/28/98	C/D	CHK6317	VOID 548.02 Supply Purchases 111.00 Cash in Bank	22,991.69	22,991
07/22/98	C/D	CHK6317	CORRECTION 548.02 Supply Purchases 111.00 Cash in Bank	22,991.69	22,991
07/28/98	C/D	CHK6318	TOP 548.03 Miscellaneous Purchases 111.00 Cash in Bank	215.77	215
07/22/98	C/D	CHK6319	DOUGLAS STEWART 548.02 Supply Purchases 111.00 Cash in Bank	22,991.69	22,991
07/22/98	C/D	CHK6320	VOID 111.00 Cash in Bank	0.00	
07/28/98	C/D	CHK6321	TRIAD SALES 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	214.50 13.86 228	
07/28/98	C/D	CHK6322	UNIFORM ACCESSORIES 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	650.24 21.69 67	
07/28/98	C/D	CHK6323	WORLD RICHMAN 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	441.75 10.57 45	

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Date	Jnl	Ref.- No	Description / Accounts	Debits	Credits
07/28/98	C/D	CHK6324	ADDISON WESLEY		
			548.04 Paperback Purchases	9.51	
			549.04 Paperback Transportation	2.60	
			111.00 Cash in Bank		12.11
07/28/98	C/D	CHK6325	HOUGHTON MIFFLIN		
			548.01 Textbook Purchases	17.97	
			549.01 Textbook Transportation	3.21	
			111.00 Cash in Bank		21.18
07/28/98	C/D	CHK6326	LOGIN BROS		
			548.04 Paperback Purchases	139.28	
			111.00 Cash in Bank		139.28
07/28/98	C/D	CHK6327	VOID		
			111.00 Cash in Bank	0.00	
07/28/98	C/D	CHK6328	WAVELAND PRESS		
			548.01 Textbook Purchases	131.56	
			549.01 Textbook Transportation	3.72	
			111.00 Cash in Bank		135.28
07/28/98	C/D	CHK6329	DELL MARKETING		
			548.22 Discount Computer Purchase	4,482.00	
			549.02 Supply Transportation	70.00	
			111.00 Cash in Bank		4,552.00
07/28/98	C/D	CHK6330	ENTEC		
			548.02 Supply Purchases	4,548.56	
			111.00 Cash in Bank		4,548.56
07/28/98	C/D	CHK6331	ENTEC		
			548.02 Supply Purchases	609.14	
			111.00 Cash in Bank		609.14
07/28/98	C/D	CHK6332	VISUAL HEALTH INFO		
			548.01 Textbook Purchases	59.20	
			549.01 Textbook Transportation	9.00	
			111.00 Cash in Bank		68.20
07/28/98	C/D	CHK6333	RPS		
			549.01 Textbook Transportation	95.00	
			111.00 Cash in Bank		95.00
07/28/98	C/D	CHK6334	FOUR POINT		
			548.02 Supply Purchases	1,005.93	
			549.02 Supply Transportation	115.95	
			111.00 Cash in Bank		1,121.88
07/28/98	C/D	CHK6335	NIGHTINGALE UNIFORM		
			548.03 Miscellaneous Purchases	43.75	
			549.03 Miscellaneous Transportation	4.50	
			111.00 Cash in Bank		48.25

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credit
07/28/98	C/D	CHK6336	J.JACOBS & CO		
			548.02 Supply Purchases	143.88	
			548.03 Miscellaneous Purchases	331.25	
			549.02 Supply Transportation	17.12	
			549.03 Miscellaneous Transportation	20.00	
			111.00 Cash in Bank		512
07/30/98	C/D	CHK6337	SVCC BOOKSTORE		
			113.06 Petty Cash -Buy Back	1,000.00	
			111.00 Cash in Bank		1,000
07/30/98	C/D	CHK6338	CONSOLIDATED FREIGHTWAYS		
			549.01 Textbook Transportation	363.75	
			111.00 Cash in Bank		363
07/30/98	C/D	CHK6338	VOID		
			549.01 Textbook Transportation	363	
			111.00 Cash in Bank		363.75
			***** Report Total	63,210.67	63,210.67