

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

October 26, 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**

September 30, 1998	\$174,813.51
October 15, 1998	\$181,920.28
 - 5. Budget Report**
 - 6. Health/Life Insurance Report**
 - 7. Appointment of Local Election Official**
 - 8. Closed Session Minutes**
- E. President's Report**
 - 1. Monthly Policy Reviews - 302.02, 303.01, 304.01**
 - 2. Position Updates**
 - 3. Distinguished Service and Years of Service Awards Luncheon (attached)**
 - 4. Northwestern Steel and Wire Company**
- F. Financial Reports and Actions**
 - 1. FY 98 Audit Report**
 - 2. Protection, Health, and Safety Projects**
- G. Closed Session (Appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, and the setting of a price for sale or lease of property owned by the public body, and Board self-evaluation)**

H. Personnel

Appointment of Acting Director of Admissions

I. Other

Fringe Benefit Policy Changes (First Reading)

J. Reports

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

K. Adjournment

Board of Trustees Meetings

November 23, 1998

December 21, 1998

January 25, 1999

February 22, 1999

ICCTA Monthly Meetings

**NWICCTA Meeting at Kishwaukee
November 11, 1998 - 6:30 p.m.**

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

Nothing Scheduled

**January 15, 1999
Pere Marquette Hotel, Peoria**

Nothing Scheduled

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 26, 1998

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on October 26, 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
Robert Thompson	William Yemm
B.J. Wolf	Richard Groharing
Jeri Anne Hose	

Absent: William Simpson

SVCC Staff:

- President Richard L. Behrendt
- Board Attorney Ole Bly Pace
- Vice President Phil Gover
- Vice President Joan Kerber
- Acting Vice President Jack Murphy
- Secretary to the Board Marilyn Vinson
- Director of College Relations Larry Lagow

Consent Agenda: It was moved by Member Wolf and seconded by Member Yemm that the Board remove Agenda Item D-8 - Closed Session Minutes from the Consent Agenda to Item I - Other and approve the balance of the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.

President's Report: President Behrendt reported on the Distinguished Service and Years of Service Awards Luncheon held on October 16 at the Brandywine Inn, that candidates were being interviewed at the present time for the Director of College Relations and Director of Financial Aid and that the College will re-advertise the Dean of Business, Technology and Natural Science position. Dr. Behrendt

then introduced Dr. Phil Gover who gave the Board an update on what the College plans to do in regard to the Northwestern Steel and Wire Company layoff situation.

Audit Report: Mr. Richard Wells of the College auditing firm was present to answer questions on the 1998 Audit. It was moved by Member Andersen and seconded by Member Hose that the Board approve the 1998 Audit as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.

Protection, Health, and Safety Projects: It was moved by Member Andersen and seconded by Member Yemm that the Board approve the following three projects to be submitted to the Illinois Community College Board for approval as Protection, Health and Safety Projects:

Steam Coil Replacement
Egress Corrections for ADA
Exterior Masonry Walls Retaining Wall Repairs

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

Closed Session: At 7:25 p.m., it was moved by Member Jensen and seconded by Member Andersen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective negotiating matters, Board self-evaluation, the setting of a price for sale or lease of property owned by the public body, and discussion of Closed Session meeting minutes. 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 8:20 p.m.

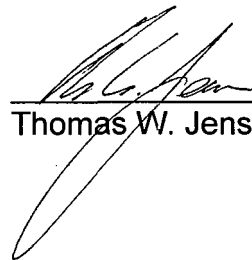
- Appointment of Acting Director of Admissions: It was moved by Member Yemm and seconded by Member Hose that the Board approve the appointment of Cindy Alfano as Acting Director of Admissions, effective November 2, 1998 at a 12 month (pro-rated) salary of \$46,000 with the stipulation that she will retain her tenure as a counselor and may return to that position when a permanent Director of Admissions is appointed. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye
- Fringe Benefit Policy: It was moved by Member Andersen and seconded by Member Thompson that the Board approve changes in Board Policy 419.01 Fringe Benefits Items C and F indicating only full-time employees are eligible. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.
- Closed Session Minutes: It was moved by Member Wolf and seconded by Member Thompson that the Board approve the attached list of Closed Session minutes to be kept closed. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.
- Reports: Student Trustee Hose reported on the one-man theater production, Galileo, held recently in the Mathis Theater, that a membership get-together was held by Phi Theta Kappa at Lowell Park, and they also attended an Illinois regional conference at Prairie State College. She also reported on the SAC committee meeting she had attended in Mt. Vernon, the Student Government's successful blood drive, the speakers (Betsy Brill and Charlotte Crawford) who spoke on Gender Equity in Public Schools, the display on Domestic Violence in the East Mall, the play, Death of a Salesman, performed in the Mathis Theater, the band and chorus Prism concert, and that this was the start of Red Ribbon Week.
- ICCTA Representative Wolf reminded the Trustees of the NWICCTA meeting to be held at Kishwaukee on November 11 and the ICCTA monthly meeting to be held at Lombard.

Foundation Liaison Yemm reported that the next Foundation meeting would be held on October 27, 1998.

Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Jensen that the Board adjourn. The next regular meeting will be held on November 23, 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 8:25 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary

TO: Dr. Richard Behrendt

FROM: Jami V. Bradley

DATE: October 26, 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.

	Month of <u>Sep 1998</u>	Plan Year <u>To Date</u>
Revenue	\$41,619.14	\$160,090.51
Expenses:		
Medical claims	(69,812.26)	(202,996.17)
Fixed Costs	<u>(10,365.80)</u>	<u>(42,532.66)</u>
Revenue in excess of expenses	(38,558.92)	(85,438.32)
Beginning Accumulated Medical Insurance Pool at July 1, 1998		<u>280,000.54</u>
Ending Accumulated Medical Insurance Pool at June 30, 1999		\$194,562.22

n

cc: Insurance Advisory Committee
Kris Murray

For Board Meeting of
October 26, 1998

Agenda Item D-7

APPOINTMENT OF LOCAL ELECTION OFFICIAL

It is necessary for the Board of Trustees to approve a resolution naming Marilyn Vinson as the Local Election Official to receive petitions and facilitate other Board election matters. Judy Scribner will be her alternate.

The first day candidates can circulate nominating petitions for the Board of Trustees' election is November 3, 1998. The first day to file these petitions will be January 25 and the last day to file will be February 1, 1999 before 5 p.m.

RECOMMENDATION: Board approval to appoint Marilyn Vinson as the Local Election Official with Judy Scriber as the alternate.

ELECTION SCHEDULE COMMUNITY COLLEGE TRUSTEES

The following dates have been confirmed by the State Board of Elections.

November 3, 1998	First day to circulate petitions.
January 25 - February 1, 1999	Period for filing nominating petitions.
February 11, 1999	Last day for board secretary to certify candidates to the election authority.
April 13, 1999	Election of community college board members at the consolidated election.
April 20, 1999	Last day for the community college board to canvass the election returns and declare winners.
November 2, 1999	The former "Non-Partisan" election date (11/2/99) has been eliminated. Persons elected on April 13, 1999 must be seated for the new board's organizational meeting. The organizational meeting must take place no more than 14 days after when the "Non-Partisan" election <u>would have been</u> -- or by November 16.
November 16	

The New Law PA 90-358 (HB 652)

The term of office of a person elected at a nonpartisan election whose term begins before the effective date of this amendatory Act of 1997 shall expire on the date that his or her term would have expired had this amendatory Act of 1997 not been enacted. The term of office of a person elected at a consolidated election held on or after the effective date of this amendatory Act of 1997 to succeed to a term of office of a person elected at a nonpartisan election shall begin upon the termination of the predecessor's term of office. The term of office of a person elected to succeed to a term of office of a person elected at a nonpartisan election shall end after the next consolidated election at which a successor is elected and at the regularly scheduled time for the ending of terms of office as provided in the Act or Acts creating or governing that unit of local government or school districts.

**For Board Meeting of
October 26, 1998**

Agenda Item D-8

CLOSED SESSION MINUTES

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

RECOMMENDATION: Board approval to keep confidential the attached closed session minutes.

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
January 28, 1991	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 29, 1991	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 26, 1992 (second session)	Collective Bargaining
June 22, 1992 (second session)	Collective Bargaining
August 24, 1992 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
(second session)	Collective Bargaining
February 22, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 22, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
May 24, 1993	Collective Bargaining
June 28, 1993	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
July 26, 1993 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
July 26, 1998 (second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
August 23, 1993 (second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
September 27, 1993 (second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
January 24, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
February 4, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 28, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining
April 24, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining
May 23, 1994	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
June 27, 1994 (first session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
(second session)	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
November 28, 1994	Board Self-Evaluation
December 19, 1994	Litigation When an Action has Been Filed or is Probable
January 23, 1995	Litigation When an Action has Been Filed or is Probable
February 1, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
March 27, 1995	Collective Bargaining
April 27, 1995	Collective Bargaining; Litigation When an Action has been Filed or is Probable; Setting Price for Real Estate
May 22, 1995	Collective Bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 26, 1995	Litigation When an Action has been Filed or is Probable; Collective Bargaining

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
July 24, 1995	Collective Bargaining; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
August 28, 1995	Collective Bargaining
September 29, 1995	Collective Bargaining
October 3, 1995	Collective Bargaining
October 18, 1995	Collective Bargaining
October 23, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
November 18, 1995	Appointment, Employment or Dismissal of an Employee
November 27, 1995	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
January 22, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 26, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
March 25, 1996	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

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

Date of Closed Session

Reason to be kept confidential

March 24, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees; Sale or
Acquisition of Real Estate

April 28, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees; Collective
Bargaining; Sale or Acquisition of
Real Estate

May 27, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees

June 23, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees; Litigation
When an Action has been Filed
or is Probable

July 28, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees; Collective
Bargaining

August 25, 1997

Appointment, Employment,
Compensation, Discipline,
Performance or Dismissal of
Specific Employees; Litigation
When an Action has been Filed
or is Probable; Collective
Bargaining

September 22, 1997

Collective Bargaining; Litigation
When an Action has been Filed
or is Probable

Date of Closed Session

Reason to be kept confidential

October 27, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

December 22, 1997

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate

January 26, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining

February 6, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

February 23, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable

March 23, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

April 29, 1998

Collective Bargaining; Sale or Acquisition of Real Estate

May 26, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Sale or Acquisition of Real Estate

Date of Closed Session

Reason to be kept confidential

June 25, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable

July 27, 1998

Sale or Acquisition of Real Estate; Litigation When an Action has been Filed or is Probable; Collective Bargaining

August 24, 1998

Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

302.02 Payment of Bills

Responsibility of Treasurer

The College Treasurer is responsible for all disbursements of College funds.

Board Approval

All disbursements made by the Treasurer shall be submitted to the Board of Trustees for its approval.

Time of Disbursements

A. The Treasurer may, in his or her discretion, disburse funds for payment of the following items prior to receipt of Board approval:

1. Regular payroll checks and related withholding payments;
2. Investments permitted by law;
3. Approved travel advances;
4. Travel reimbursements consistent with policy;
5. Student aid and stipends provided pursuant to recognized student aid programs;
6. Refunds to students, staff or retirees consistent with policy;
7. Charges, expenses, or honoraria for personal incidental services to the College by third parties rendered consistently with prior authorization or contract;
8. Bills eligible for discount;
9. Bills subject to penalty if not paid before the next Board of Trustee's Meeting;
10. Interfund transfers consistent with policy;
11. Auxiliary fund transfers consistent with policy;
12. Agency fund transfers consistent with policy; and

13. Other urgent bills which in the discretion of the Treasurer must be paid to protect the College.

All disbursement of funds authorized by this clause shall be submitted for Board ratification at the Board meeting immediately following these disbursements. Any payments made pursuant to clause #13 hereof shall be disclosed to the recipient as being subject to Board ratification and being conditional thereon.

B. All other disbursements shall be made by the Treasurer only after obtaining prior Board approval therefor.

12/16/91

303.01 Contracts

The Vice President of Administrative Services and the President are authorized by the Board to sign contracts and agreements subject to prior approval of the Board.

This policy shall apply except in cases specified by the State law which requires the signature of the Chairman or the Secretary of the Board, their designate, or the President of the College.

2/12/79

11/28/94

304.01 Disposition of Equipment

Disposal of obsolete equipment shall be accomplished by public advertisement upon recommendation of the President and approval of the Board.

2/12/79

**For Board Meeting of
October 26, 1998**

Agenda Item F-1

FY 98 AUDIT REPORT

Dan Ribordy and Dick Wells of our auditing firm will be present to review the 1998 Audit Report and answer any questions from the Board.

RECOMMENDATION: Board approval of the 1998 Audit Report.

**For Board Meeting of
October 26, 1998**

Agenda Item F-2

PROTECTION, HEALTH, AND SAFETY FUND PROJECTS

The 1998 Protection, Health, and Safety Fund levy will yield approximately \$545,000 and the administration is recommending the following projects:

Steam Coil Replacement


Egress Corrections for ADA

Exterior Masonry Wall and Retaining Wall Repairs

RECOMMENDATION: **Board approval of the attached resolutions, budgets, and certification statements to be forwarded to the ICCB for approval as Protection, Health, and Safety Fund projects.**



TO: Dr. Richard Behrendt

FROM: John M. Murphy 

DATE: October 20, 1998

SUBJECT: Protection, Health & Safety Projects

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

1. **Steam Coil Replacement** – The facility is currently ventilated by air handling units located throughout the building. Ventilation air is heated by steam coils located within the air handlers. Steam and condensate are corrosive by nature and as a result of thirty years of heating seasons, the heating coils are beginning to leak. Two coils have already been replaced under maintenance/repair. The scope of this project is to replace the remaining steam heating coils and steam pressure reducing valves that serve them in order to prevent equipment failures during the heating season. Projected budget - \$222,750.
2. **Egress Corrections – West Wing, Second Floor** – This project consists of two parts. First, the computer wing of the facility does not meet ADA/egress specifications and needs to be upgraded. This includes replacing carpet where necessary; replacing light fixtures lenses with anti-glare types; installation of new doors/frames/hardware and removal and replacement of drywall partitions.

Second, the electrical system supplying this portion of the building is loaded beyond its capability to provide quality power. This project would install a new electrical distribution system for computer loads only, providing high quality electrical power while decreasing the load on the existing distribution system for a more safe and reliable operation. Proposed budget - \$208,375.
3. **Exterior Masonry Wall and Retaining Wall Repairs** – The existing exterior masonry walls are in need of grinding and pointing of mortar joints to prevent water infiltration into the building at three areas. The landscape retaining walls (masonry) at the south end of the building are also in need of brick replacement, pointing of mortar joints and resetting of the slate coping due to severe weather deterioration. All tuckpointed wall surfaces will be cleaned and sealed. Projected budget – 113,634.

The 1998 Protection, Health and Safety Fund levy, payable in 1999, will yield approximately \$545,000. (The College has levied the maximum five cents for this fund for several years.) The approximate total of these projects is \$544,759. Protection, Health and Safety Projects must be at least \$25,000 and require ICCB approval. A copy of the most recent proposed project listing is attached.

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

n
att

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

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

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

WHEREAS, the project recommended for repair and alteration is:

Steam Coil Replacement	\$222,750.00
Egress Corrections – West Wing, Second Floor	208,375.00
Exterior Masonry Wall and Retaining Wall Repairs	<u>113,634.00</u>
	\$544,759.00

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

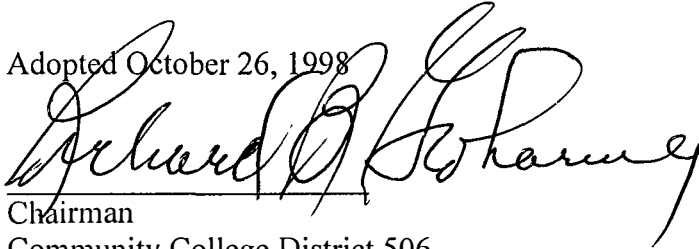
NOW, BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College District 506, as follows:

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

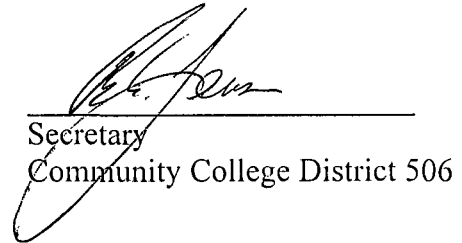
Steam Coil Replacement
Egress Corrections – West Wing, Second Floor
Exterior Masonry Wall and Retaining Wall Repairs

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

Adopted October 26, 1998

A large, stylized handwritten signature in black ink, appearing to read "Richard D. Bohannon".

Chairman
Community College District 506

A smaller, stylized handwritten signature in black ink, appearing to read "C. J. [unclear]".

Secretary
Community College District 506

SAUK VALLEY COMMUNITY COLLEGE
PROTECTION, HEALTH AND SAFETY PROJECTS (TAX LEVY)
October 26, 1998

<u>PROJECT</u>	<u>Approved Budget</u>	<u>Projected Completion- Calendar Year</u>
1 ADA Accessibility Modifications	226,900	1998 (A)
2 Door Hardware (safety)	98,300	1998 (A)
3 Energy Efficiency Lighting	375,200	1998 (A)
4 Chiller Rooms and Theater Asbestos Removal, and Replace Curtain	200,000	1998 (A)
5 Repair Cooling Towers	54,040	1998 (A)
6 Walkway Lighting Repairs	26,861	1998 (A)
7 Retaining Wall Repair	51,128	1998 (A)
8 T-3 Roof Repair	40,889	1998 (B)
9 Well House Roof Membrane	40,960	1998 (B)
10 Repair Building Perimeter Cracks	226,584	1998 (C)
11 Tennis Courts	176,764	1998 (C)
12 Egress Corrections - West Wing, Second Floor	208,375	1999 (D)
13 Replace Steam Coils and Valves	222,750	1999 (D)
14 Exterior Masonry Wall & Retaining Wall Repair - Phase II	113,634	1999 (D)
15 Replace HVAC Controls	347,896	2000
16 Asbestos Abatement-(1K4, theater)	212,300	2000
17 Chilled Water Loop	505,000	2001
18 Replace Roof Over Admissions	50,000	2001
19 Repair Sidewalk Heating System	45,000	2001
20 Replace Chiller	375,000	2002
21 Repair Primary Electrical System	260,000	2002
22 Asbestos Abatement in Gym	300,000	2003
23 Replace Chiller	375,000	2003

(A) Project complete and/or pending close-out.

(B) Project approved by SVCC Board, ICCB and IBHE- contract awarded.

(C) Project approved by SVCC Board, ICCB and IBHE - currently under design.

(D) Project to be approved by SVCC Board at 10/26/98 meeting for 1998 Tax Levy

CAPITAL PROJECT APPLICATION FORM*(One Application Form per Project)*

District/College and District # Sauk Valley Community College District #506
Contact Person John M. Murphy Phone # (815) 288-5511
Project Title Steam Coil Replacement
Project Budget \$ 222,750.00 Date 10/26/98

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I and II.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and Attachment CRG.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes ☐ No ☐

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
C. Has the site been determined professionally to be suitable for construction purposes?
Yes ☐ No ☐

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Attachment #2
Funding Source**District/College Name** Sauk Valley Community College District #506**Project Name** Steam Coil Replacement**Check the source(s) of funds:**Available fund balance _____ Fund name (s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)Bond Proceeds _____ Type of bond issuance (s): _____
(including protection, health,
and safety bonds)Protection, Health, and _____ .021 Tax rate/fiscal year: _____ 1999
Safety Tax Levy
(ILCS 805/3-20.3.01)Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification PageCheck if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ X

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____ X

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of TrusteesDate October 26, 1998Signed , Chairperson, Secretary

Scope

Provide a detailed description identifying the scope of the project.

The facility is ventilated by air handling units located throughout the building. Ventilation air is heated by steam coils located within the air handlers. Steam and condensate are corrosive by nature. Thirty years of heating seasons have caused some of the heating coils to start leaking due to material failure. Two of the coils have already been replaced under maintenance/repair. We propose replacing the remainder of the steam heating coils and replacing the steam pressure reducing valves that serve them in order to prevent equipment failures during the heating season.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

The facility is ventilated by air handling units that are approximately 30 years old. Some coils and valves have already been replaced. This project will replace the remaining steam coils and steam pressure reducing valves to prevent unscheduled outages that could disrupt classes. This replacement will insure that the system control valves operate to provide maximum comfort and safety throughout the building.

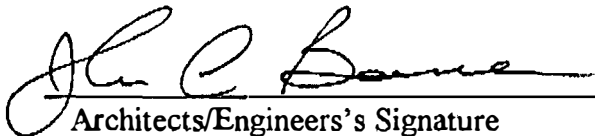
PROTECTION, HEALTH, AND LIFE SAFETY

Budget and Certification

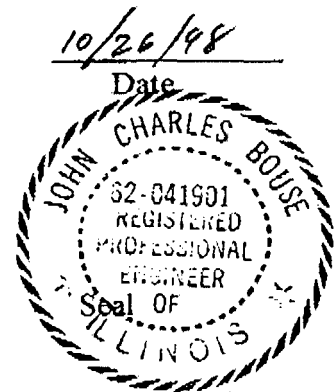
Name and address of architect/engineer providing the estimate:

**Gage Consulting Engineers, Inc.
1100 Jorie Blvd.
Oak Brook, IL 60523**

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.


Architects/Engineers's Signature

062-041901
Illinois Registration of License Number



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

PROPOSED BUDGET

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATE</u>
A	Replace fifteen steam AHU coils.	\$ 150,000.
B	Replace fifteen steam PRV pilot valves.	37,500.
	10% Contingency	18,750.
	<u>Engineering Fee (8% of construction cost)</u>	<u>16,500.</u>
	Total Project Cost	\$ 222,750.

CAPITAL PROJECT APPLICATION FORM*(One Application Form per Project)*

District/College and District # Sauk Valley Community College District #506
 Contact Person John M. Murphy Phone # (815) 288-5511
 Project Title Egress Corrections - West Wing, Second Floor
 Project Budget \$ 208,375.00 Date 10/26/98

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I and II.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and Attachment CRG.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
 B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
 C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
 D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
 E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes ☐ No ☐

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)

- C. Has the site been determined professionally to be suitable for construction purposes?
 Yes ☐ No ☐

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Attachment #2

Funding Source

District/College Name Sauk Valley Community College District #506

Project Name Egress Corrections - West Wing, Second Floor

Check the source(s) of funds:

Available fund balance
(Including excess funds from
previously approved protection,
health, and safety projects)

_____ Fund name (s): _____

Bond Proceeds
(including protection, health,
and safety bonds)

_____ Type of bond issuance (s): _____

Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)

.019 Tax rate/fiscal year: 1999

Contract for Deed
(ILCS 805/3-36)

_____ Term of Contract for Deed in months: _____

Lending Arrangement with a
Financial Institution
(ILCS 805/3-37)

_____ Term of Lending Arrangements in months: _____

Lease Agreement
(ILCS 805/3-38)

_____ Term of Lease in months: _____

Capital Renewal Funding

_____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification PageCheck if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ X

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____ X

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the Sauk Valley Community College Board of TrusteesDate October 26, 1998Signed Richard D. Bohanney, Chairperson[Signature], Secretary

Capital Projects Manual

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Reconfigure floor plan in Computer Wing to correct ADA/egress deficiencies. This includes replacing carpet where necessary, replacing light fixture lenses with anti-glare types, installation of new doors/frames/hardware and removal of drywall partitions and installation of new partitions.

The electrical system supplying this portion of the building is loaded beyond its capability to provide quality power. This project would install a new electrical distribution system for computer loads only. This will provide clean high quality electrical power to computer systems and decrease the load on the existing distribution system providing safe more reliable operation.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

This project corrects egress deficiencies in three sets of classrooms to meet ADA specifications. It also corrects electrical deficiencies by adding a new electrical distribution system to provide clean power for computers. It will reduce computer wiring, improve classroom and laboratory efficiency as well as simplify the backbone and system management by consolidating most computer classrooms and labs into one area.

Capital Projects Manual

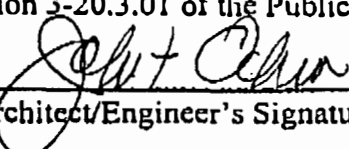
16
Page 10

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

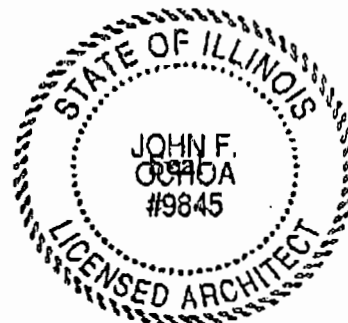
I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.


Architect/Engineer's Signature

001-009845

Illinois Registration or License Number

10/19/98
Date



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

Carpet replacement (\$4/S.F.)	\$20,000.00
Drywall partitions (\$5/S.F.)	30,000.00
Light fixture changes (\$90/ea.)	5,400.00
Electrical work (computer)	80,000.00
HVAC modifications	30,000.00
New doors/frames	10,000.00
Sub-total	\$175,400.00
10% Contingency	17,540.00
8% A/E Fees	<u>15,435.00</u>
TOTAL	\$208,375.00

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506
Contact Person John M. Murphy Phone # (815) 288-5511
Project Title Exterior Masonry Wall and Retaining Wall Repairs
Project Budget \$ 113,634.00 Date 10/26/98

Application Type (check the appropriate application type and follow instructions):

- ☐ Locally Funded New Construction--complete/submit Sections I and II.
☐ Locally Funded Remodeling--complete/submit Sections I and III.
☐ Locally Funded New Construction and Remodeling--complete/submit Sections I, II, and III.
☒ Protection, Health and Safety--complete/submit Section I and Attachment PHS.
☐ Capital Renewal Project--complete/submit Section I and Attachment CRG.

Section I (submit for ALL project approval requests)

- A. Board of trustees action--attach a copy of the local board's resolution and certified minutes
- B. A detailed description identifying the scope of work to be accomplished (*complete the narration section and attach*)
- C. A detailed description of the project's programmatic justification (*complete the narration section and attach*)
- D. Board of trustees approved budget (*use the appropriate format on Attachment #1*)
- E. Funding source (*use the appropriate format on Attachment #2*)

Section II

- A. Is the requested project included in the District Site and Construction Master Plan? (See ICCB Rule 1501.602c for a definition of such a plan) Yes ☐ No ☐

If no, please update your District's Site and Construction Master Plan and submit to the ICCB. Anticipated date of completion _____

- B. Submit the new square footage allocation (*use Square Footage Summary Attachment*)
- C. Has the site been determined professionally to be suitable for construction purposes?
Yes ☐ No ☐

If yes, how was suitability determined (i.e., soil borings, inspection for hazardous materials, etc.) _____

Section III

- A. Submit the remodeled square footage allocation (*use Square Footage Summary Attachment*)

Attachment #2

Funding Source

District/College Name Sauk Valley Community College District #506

Project Name Exterior Masonry Wall and Retaining Wall Repairs

Check the source(s) of funds:

Available fund balance _____ Fund name (s): _____
(Including excess funds from
previously approved protection,
health, and safety projects)

Bond Proceeds _____ Type of bond issuance (s): _____
(including protection, health,
and safety bonds)

Protection, Health, and _____ Tax rate/fiscal year: 1999
Safety Tax Levy
(ILCS 805/3-20.3.01)

Contract for Deed _____ Term of Contract for Deed in months: _____
(ILCS 805/3-36)

Lending Arrangement with a _____ Term of Lending Arrangements in months: _____
Financial Institution
(ILCS 805/3-37)

Lease Agreement _____ Term of Lease in months: _____
(ILCS 805/3-38)

Capital Renewal Funding _____ Proposed Fiscal Year Source(s): _____

Protection, Health, and Safety Signature/Certification PageCheck if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____ X

Budget Certification (see attachment, always required) _____ X

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____ X

We certify we have examined this application for the approval of a protection, health, and safety project, as defined in the project narration (programmatic and scope), the certifications listed above and any other documentation which may support this project as being eligible to be funded through a protection, health, and safety tax levy or from the proceeds of a protection, health, and safety bond issuance, as referenced in Attachment #2 (Funding Source).

Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health, and safety of students, faculty, and visitors.

Approved by the _____ Sauk Valley Community College _____ Board of Trustees

Date _____ October 26, 1998 _____

Signed _____, Chairperson

_____, Secretary

Capital Projects Manual

Page 20

Scope of Work

Provide an explanation of the specific work to be performed as part of this project.

Existing exterior masonry walls at three areas are in need of grinding and pointing of mortar joints to prevent water infiltration into the building. These walls require a new metal flashing cap at top of wall to prevent future deterioration of mortar joints. Tuckpointed wall surfaces would be cleaned and sealed.

The landscape retaining walls (masonry) at the south end of building are in need of brick replacement, pointing of mortar joints and resetting of slate coping due to severe weather deterioration. These walls run adjacent to campus sidewalk used by students.

Programmatic Justification

Provide an explanation of the programmatic impact of the proposed project.

This project repairs three damaged and deteriorated areas of exterior brick wall. Bricks will be cleaned, tuckpointed, and a new metal flashing will be added to prevent future water damage. It will also repair retaining walls on the south side of the building that have become unsightly due to stains and structurally unsound due to defective bricks. These retaining walls are located along the walkways leading into and surrounding the College campus which are used by anyone entering or leaving the building.

Capital Projects Manual

Page 1022

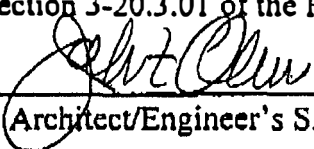
PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

FGM, Inc.
1211 West 22nd Street, Suite 209
Oak Brook, IL 60523

I certify that the recommended construction project description and cost figures referred to herein were prepared by me or under my supervision, and to the best of my knowledge the description of the existing conditions and cost funds become available. I further certify that the project has been designed to meet the codes and standards required in Illinois Community College Board Rule 1501.603 and meets the qualifications for an eligible protection, health, and safety project as defined in Section 3-20.3.01 of the Public Community College Act.



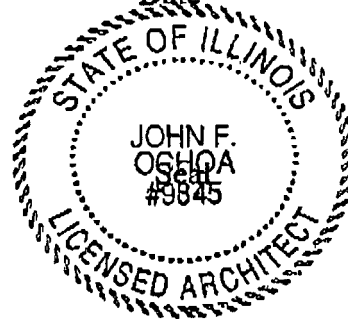
Architect/Engineer's Signature

001-009845

Illinois Registration or License Number

10/19/98

Date



Proposed budget: Use Attachment #1 and provide additional budget information on a separate sheet of paper, if necessary, to further explain the project budget.

1.	Base Coat (see Attachment I)	\$90,000.00
2.	Escalation	6,300.00
3.	Contingency	9,630.00
4.	A/E Fees	<u>7,704.00</u>
TOTAL		\$113,634.00

ATTACHMENT I

SAUK VALLEY COMMUNITY COLLEGE

PROBABLE COST OF CONSTRUCTION

FOR

EXTERIOR MASONRY WALL AND RETAINING WALL REPAIRS

■	Tuckpoint and clean exterior masonry walls @ three locations (north side of building) for a total of 3,750 S.F. (Includes new metal flashing cap (entire length) of tuckpointed walls).	\$65,000.00
■	Repair existing masonry retaining walls at south side of building for a total of 750 L.F. Existing slate coping stones to be reset and caulked.	\$25,000.00
	TOTAL	\$90,000.00

**For Board Meeting of
October 26, 1998**

Agenda Item H

APPOINTMENT OF ACTING DIRECTOR OF ADMISSIONS

The administration is recommending the temporary appointment of Cindy Alfano as Acting Director of Admissions. As the attached memorandum indicates, we have not been able to gather a sufficient number of qualified applicants for this position. Cindy will retain her tenure as a counselor and may return to that position when a permanent Director of Admissions is appointed.

RECOMMENDATION: Board approval of the appointment of Cindy Alfano as Acting Director of Admissions, effective November 2, 1998 at a 12 month (pro-rated) salary of \$46,000 with the stipulation that she will retain her tenure as a counselor and may return to that position when a permanent Director of Admissions is appointed.

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

To: Dr. Richard Behrendt
From: Dr. Joan E. Kerber *J.E.K.*
Date: October 4, 1998
Subject: Position of Director of Admissions

On September 4, 1998, the position announcement for the Director of Admissions appeared in the Chronicle of Higher Education along with three other position vacancies at Sauk Valley Community College. Following several weeks each position received a substantial amount of qualified candidate applications except for the Director of Admissions. Therefore, I instructed Curt Devan to please send the announcement back to the Chronicle and also to list it with the professional organization for admissions and registrars, AACRAO. To date we have received only five applications for the position—two of which do not meet the minimum qualifications.

It is my belief that the timing for this position could not be worse. Normally, Directors of Admissions are searching for new positions in the Spring and Summer semesters and by Fall are very busy recruiting and getting their programs up and running.

The good news in this scenario is that one of the candidates is a known commodity to Sauk Valley Community College and not only meets the qualifications as advertised but also has gained the respect of the entire College community as a diligent and hard working individual. Cindy Alfano has been with the student services team at Sauk since September 1988 and I am recommending her to become Acting Director of Admissions until a more timely search can be conducted in the Spring.

Even though Ms. Alfano has not had direct experience as a Director of Admissions, I believe she will be able to continue with our recruiting and marketing efforts without missing a beat because of her active assistance with many of the programs that Steve Ullrick developed and implemented. High School recruiting, placement testing, and on-site enrollment as well as TGIF's, College Night, Career Fairs, and adult marketing workshops have all been activities at which Ms. Alfano has assisted on a regular basis. The high school counselors are very acquainted with Cindy through these activities and her involvement in the Rock River Guidance Association.

Given her background in counseling, where she has worked closely with both the financial aid office and the career services job placement office, I anticipate that she will expand the utilization of both of these areas in the recruiting process. Also, she will be an excellent supervisor for Pam Clodfelter since she has taught the career decision making class and has career counseling in her background.

Ms. Alfano's education consists of a master's degree in educational psychology/community counseling from University of Wisconsin-Milwaukee and a bachelor's degree in human services from the University of Wisconsin-Oshkosh. Her experience consists of thirteen years in related areas of student services.

Given the above information, it is without reservation that I recommend Ms. Alfano to the position of Acting Director of Admissions.

September 21, 1998

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

Dear Mr. Devan,

I am very interested in the Director of Admissions, Records, and Placement position at Sauk Valley Community College. I believe my leadership skills, counseling background, and my many varied experiences in student services make me a strong candidate for this position.

As you will see from my enclosed resume, I would bring to the position a ten-year history in the Student Services Division at Sauk Valley Community College. My vast experiences have provided me with a well-rounded background. I am extremely knowledgeable of the institution, its programs, degrees and services. This knowledge allows me to effectively promote the college to prospective students. Also, I am actively involved in the recruitment process. I assist with the TGIF programs and take part in College Night, Parents Night, Career Day and local exposition events. I have also represented the college at various community organizations and businesses. As part of a team of faculty and staff I have administered the placement instrument and registered students at the district high schools. In addition, as a member of Rock River Guidance Association, I have had the opportunity to network and establish linkages with high school counselors. These relationships have resulted in an easier transition into college for many of our high school students. For example, I was instrumental in developing a much smoother matriculation process for students with disabilities. Finally, I am very knowledgeable of the career planning and job placement process. I have worked with many students deciding on a career as well as students preparing for employment. I look forward to working with Pam Clodfelter as the new Career and Job Placement Coordinator.

At Sauk I have experience coordinating various programs and coordinating an office. In my current position as Coordinator of Retention I am responsible for facilitating a college-wide retention committee, exploring strategies to enhance student success, and developing programs geared at increasing student retention. Also, I am a member of the college-wide marketing committee and am actively involved in the strategic/operational planning process for the students services division. In my tenure at the college I have also coordinated the College Wellness Center, which offered to students programs relating to health issues. My duties included recruiting and training Peer Leaders and writing, implementing and supervising several mini-grants. Lastly, I have served as the Coordinator of Counseling for one semester (sabbatical replacement). In this position I supervised the daily operations of the Counseling Office, as well as, hired, trained, and evaluated staff. These leadership experiences lend themselves well to the duties and responsibilities of the Director of Admissions, Records, and Placement.

Furthermore my counseling background provides me with a wealth of knowledge that will enhance the recruitment process. As Counselor, my primary responsibility is to provide academic, career, and personal counseling to a diverse student body. My other responsibilities include teaching a Student Success course, serving on various college and community organizations, and handling course and program articulation. I also have extensive computer skills. I am proficient in web page development and am knowledgeable of the Banner computer system. Over the years I have also become knowledgeable of financial aid guidelines and have been involved in many student activities.

Finally, as a first generation college student, my background is similar to many of the students at Sauk Valley Community College. From this experience, I know firsthand the challenges and struggles first generation college students face in pursuing an education. This personal experience allows me to both empathize and relate well with many of the students enrolled in at our institution.

In conclusion, I believe my experience as a counselor, coupled with my experiences in coordinator positions and my personal background, would make me a strong candidate for the Director of Admissions, Records and Placement. I welcome the opportunity to discuss this position or perhaps arrange an interview. I can be reached by phone at (815) 626-9106 or by e-mail at alfanocm@essex1.com.

Sincerely,


Cindy Alfano

Enclosures

CINDY ALFANO

Sterling, Illinois 61081 • (815) 626-9106

SUMMARY OF QUALIFICATIONS

- ◆ Extensive counseling background coupled with strong organizational skills.
- ◆ Demonstrated leadership skills while utilizing a teach approach.
- ◆ Effective problem solver using excellent written and verbal skills.
- ◆ Proficient computer skills and knowledge: Word, PowerPoint, Excel, Banner, Internet, and web page development.

PROFESSIONAL EXPERIENCE

Coordinator/Administrative

- ◆ Provide leadership to faculty and staff. Was selected to participate in the National Institute for Leadership Development.
- ◆ Develop, implement, and coordinate college-wide retention efforts.
- ◆ Prepare and submit reports regarding retention, assessment and wellness efforts.
- ◆ Continually research and evaluate the effectiveness of placement instruments.
- ◆ Serve as Assistant Transfer Coordinator for course articulation.
- ◆ Coordinate placement testing for the college.
- ◆ Implemented a computerized placement-testing instrument.
- ◆ Supervised daily activities of the Counseling Office.
- ◆ Train and evaluate Counseling Office staff.
- ◆ Work closely with various student organizations in developing and implementing programs.

Programming/Publications

- ◆ Develop and maintain transfer guides for use by students and staff. Created database containing all transfer guides.
- ◆ Create and maintain the web pages outlining the services offered by the Counseling Office.
- ◆ Designed and implemented new placement testing process for students with special needs.
- ◆ Create publications such as "Student Success" handbook, informational newsletter, and promotional flyers.
- ◆ Developed multimedia presentations for recruitment and classroom purposes.
- ◆ Developed and served as the Coordinator of the Wellness Center which implemented educational programs relating to health issues.
- ◆ Wrote and supervised several mini-grants totaling over \$3,500.
- ◆ Recruited, trained and supervised Wellness Center Peer Leaders.

Counselor

- ◆ Provide academic, career, personal, and transfer counseling to a variety of students including traditional, non-traditional, high risk, and students with special needs.
- ◆ Assist with college workshops including College Night, Career Day, College Planning for Returning Adults and high school visitation programs.

- ◆ Assist students in the financial aid application process.
- ◆ Work closely with Career and Job Placement Coordinator in providing services to students.
- ◆ Teach “Student Success” and “Career Decision Making” courses.
- ◆ Serve on college committees: Retention, Instructional Standards, Curriculum, Student Grievance, and Wellness Action Team.
- ◆ Utilize various career assessment instruments/programs: DISCOVER, Strong Interest Inventory, Myers Briggs Type Indicator, Self-Directed Search, and Horizons.
- ◆ Developed and implemented study skills workshops.

EMPLOYMENT HISTORY

Sauk Valley Community College • Dixon, Illinois 61021 • September 1988 to present

Coordinator of Retention	August 1995 to the present
Counselor/Assistant Professor	January 1990 to the present
Coordinator of Counseling	August 1994 to January 1995, sabbatical replacement
Student Support Services Counselor	September 1988 to January 1990

EDUCATION

Northern Illinois University and Western Illinois University
Completed several courses in Educational Psychology doctoral program and courses of interest including Students with Special Needs, Research and Planning, Accounting, and Educational Technology.

University of Wisconsin-Milwaukee
M.S. Educational Psychology, Community Counseling August 1988

University of Wisconsin-Oshkosh
B.S. Human Services, Substance Abuse Concentration August 1985

RELATED EXPERIENCE

Fieldwork/Practicum Counselor	University of Wisconsin-Milwaukee (1987-88)
Career Services Assistant	University of Wisconsin-Milwaukee (1987-88)
Research Assistant	University of Wisconsin-Milwaukee (1986-87)
Fieldwork Counselor	Fox Valley Technical Institute in Oshkosh, WI (1985)

PROFESSIONAL ORGANIZATIONS

Illinois Counseling Association
Illinois College Counseling Association
Rock River Guidance Association
Counselors of Illinois Community Colleges
United Counties AIDS Network

CINDY ALFANO

Admissions Experience

- ✓ High School Visits
- ✓ Department of Children and Family Services recruitment visit
- ✓ SVCC College Night
 - Designed Poster
 - Designed Flyer
- ✓ TGIF
 - Member of presentation team
 - Created PowerPoint Presentation
 - Developed promotional information/handouts
- ✓ High School Counselor Appreciation Breakfast
- ✓ High School Assessment Program
- ✓ High School Registration
- ✓ Connections with High School Counselors
- ✓ Member of Rock River Guidance Association
- ✓ Career Fair
- ✓ College Planning Workshops
- ✓ Represent College at various Expos
- ✓ Assist with Honors Credit In Escrow program
- ✓ Degree Audits

Administrative Experience – Coordinator of Retention and Coordinator of Counseling

- ✓ Provide leadership within Student Services Division and College
- ✓ Develop, implement and coordinate college-wide programs
- ✓ Serve as Assistant Transfer Coordinator
- ✓ Supervise assessment program for the college
- ✓ Evaluated Counseling Office staff
- ✓ Member of College Marketing Committee
- ✓ Coordinated Wellness Center

Personal Qualities

- ✓ Dedicated, loyal and hard-working
- ✓ Ten year history within the Student Services Division
- ✓ Strong reputation within the College and the Community
- ✓ Extremely knowledgeable of College, degrees, programs
- ✓ First generation college student
- ✓ Counseling background transfers well into the Admissions Office
- ✓ Provide stability to an Office experiencing many changes

For Board Meeting of
October 26, 1998

Agenda Item I

**FRINGE BENEFIT POLICY CHANGES
FIRST READING**

Attached are proposed changes to Board Policy 419.01 Fringe Benefits--
(Item C) regarding Section 125 and (Item F) regarding tuition reimbursement for
administrative, professional/technical, and support staff.

RECOMMENDATION: Board approval of changes to Board Policy 419.01
Fringe Benefits (Items C and F) for first reading.

PROPOSED CHANGES TO ITEMS C AND F

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

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

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

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

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

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

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

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

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES - TREASURER'S REPORT
October 26, 1998

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	4.28	\$1,443,212.80
Bookstore Account	Sterling Federal, Sterling	4.49	76,343.73
Illinois Public Treasurers	First of America Bank,		
Investment Pool	Springfield	5.43	1,278,368.51
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			2,797,925.04

NON-INT. BEARING ACCOUNTS FINANCIAL INSTITUTION

Restricted	Sterling Federal, Sterling	134,525.26
Insurance Account	Sterling Federal, Sterling	0.00
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS		134,525.26

MONEY MARKET

ABN-AMRO Investment Services, Inc.	4.77	32,388.70
SUBTOTAL MONEY MARKET FUNDS		32,388.70

TOTAL CHECKING ACCOUNTS	<u>\$2,964,839.00</u>
-------------------------	-----------------------

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>RENEWAL DATE</u>	<u>AMOUNT</u>
Educational Fund	Mercantile Bank, Sterling	5.10	12-09-98	\$ 400,000.00
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
Operations & Maintenance	Mercantile Bank, Sterling	5.10	12-09-98	100,000.00
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	Mercantile Bank, Sterling	5.15	10-24-98	200,000.00
Bond & Interest	Union Bank, Tampico	5.48	10-30-98	100,000.00
Auxiliary	Union Bank, Tampico	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	Milledgeville State Bank	5.51	02-09-99	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	Amcore Bank, Sterling	5.75	02-19-99	1,000,000.00
SUBTOTAL INVESTMENTS				\$ 5,900,000.00

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY


PRESIDENT


SECRETARY

DATE 10-26-98

BOND INVESTMENTS

Liability, Protection & Settlement	Hanover Park, IL	5.00	12-01-98	\$456,814.03
Liability, Protection & Settlement	District Columbia	4.60	06-01-99	49,768.83
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.65	02-15-00	468,263.13
Liability, Protection & Settlement	Hawaii St.	4.00	11-01-00	493,492.84
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	556,745.24
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	542,575.35
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	48,786.41
Liability, Protection & Settlement	Cook County Il Twp	5.00	12-01-03	581,288.76
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	228,211.30
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,488.89
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	311,835.47
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,648.75
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	202,914.48
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,643.72
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,620.03
SUBTOTAL BCNDS				\$5,013,097.23

TOTAL INVESTMENTS

\$10,413,097.23

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 26, 1998

SUMMARY OF BILLS PAYABLE

AMOUNT

Pages 1-46
General Operating Funds

\$1,169,340.26

Pages 47-50
Restricted Fund

224,296.48

Pages 51-59
Bookstore

195,187.77

TOTAL

\$1,588,824.51

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY

DATE 10-26-98

VOID 13989+13990

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
G0013991	09/25/98	481740645	Adams, Linda J.		50002713	01		230000			12.00
G0013992	09/25/98	ALLJAY	Allison, Jay	PETIT JEAN	10019357	050600	460702	550900	6050		50.00
G0013993	09/25/98	ACA	American Counseling Associatio	98-99 DUES	10019369	01	411000	540600	8010		136.00
G0013994	09/25/98	AMEEXP1	American Express Financial Adv	9-30 PR	10019310	01		212010			375.00
G0013995	09/25/98	348788283	Andersen, Tyler R.		50002714	01		230000			828.00
G0013996	09/25/98	320501488	Anderson, Theresa		50002731	01		230000			1,200.00
					50002732	01		230000			480.00
CHECK TOTAL											1,680.00
G0013997	09/25/98	APT	APT	98-99 DUES	10019368	01	412000	540600	3060		85.00
G0013998	09/25/98	AUGCOL	Augustana College	ENTRY FEE	10019348	050600	460202	550900	6050		90.00
G0013999	09/25/98	337820499	Avelar, Eric P.		50002727	01		230000			143.00
G0014000	09/25/98	281523674	Balfantz, Gary	PETTY CASH	10019371	050600		113020			100.00
G0014001	09/25/98	349745729	Barnes, Kris	TRVL-9/19/98	10019372	050600	460305	550900	6050		144.80
G0014002	09/25/98	381648694	Bosley, Tom	REFEREE 10/1	10019347	050600	460305	530900	6050		65.00
G0014003	09/25/98	331320056	Bowman, Donna J.		50002720	01		230000			154.78
G0014004	09/25/98	321783450	Boyer, Andrea L.	GM WRKR 10/1	10019342	050600	460305	530900	6050		15.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014005	09/25/98	BROMUS Broadcast Music, Inc	98-99 LIC FEE I0019384	050600	460800	540900	6050	289.00
G0014006	09/25/98	339781169 Burgess, Jason L	TELEPHONE I0019338	02	545000	570500	7060	18.17
G0014007	09/25/98	CAPGUA Capital Guardian Trust Company	9-30 PR I0019311	01		212180		375.00
G0014008	09/25/98	393070147 Cartwright, Helen	S0002728	01		230000		15.00
G0014009	09/25/98	356600013 Cavazos, Candida	S0002729	01		230000		1,260.48
G0014010	09/25/98	COMCOD Community Coordinated Child Ca	MEMBERSHIP I0019377	050500	414000	540190	6030	30.00
G0014011	09/25/98	334802845 Cox, Sarah N.	S0002719	01		230000		102.00
G0014012	09/25/98	483908003 Cox, Terry J.	TRL-9-19-98 I0019373	050600	460204	550900	6050	144.45
G0014013	09/25/98	331469729 Cunningham, Pamela S.	NETWORK DAY I0019360	01	352400	550100	1040	38.50
G0014014	09/25/98	DCPLOH DCP Lohja Inc	ITP REFUND I0019386	01	345100	450420	4020	450.00
G0014015	09/25/98	548531077 Delgado, Star	S0002718	01		230000		138.00
G0014016	09/25/98	DONCOM Donaldson Company, Inc	ITP REFUND I0019383	01	345300	450420	4020	880.00
G0014017	09/25/98	337641927 Dowding, Peter M.	S0002717	01		230000		690.00
G0014018	09/25/98	324509115 Drane, Paula	I0019378	050500	414000	540190	6030	66.81
G0014019	09/25/98	361687751 Eissens, Mark A.	S0002716	01		230000		15.00
G0014020	09/25/98	EQUlif Equitable Life Assurance	9-30 PR I0019312	01		212020		132.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
G0014021	09/25/98	323800730	Everly, Shawntay M.		90002712	01		230000			400.00
G0014022	09/25/98	FARNEW	Farmers New World Life Insuran	9-30 PR	10019313	01		212040			25.00
G0014023	09/25/98	FEDEXP	Federal Express Corp	4-646-33978	10019334	01	513000	540430	8060		20.50
G0014024	09/25/98	FEDLIF	Federal Life Insurance Company	9-30 PR	10019314	01		212050			20.00
G0014025	09/25/98	FRALIF	Franklin Life Insurance Compan	9-30 PR	10019315	01		212060			670.00
G0014026	09/25/98	319344604	Gericke, Thomas H.		10019358	050130	345400	550100	4090		73.20
G0014027	09/25/98	329428902	Gospodarczyk, Thomas J.	TRVL-9/18/98	10019385	050130	345400	550100	4090		446.11
G0014028	09/25/98	354340409	Gover, Phil	9/17 U OF I	10019336	01	311000	550100	8010		137.64
G0014029	09/25/98	355283868	Halgren, Betty		10019351	01	363200	540410	2020		28.75
G0014030	09/25/98		Holiday Inn	HOTEL	10019382	01	610100	550100	3060		319.68
G0014031	09/25/98	484502613	Holtam, Richard		10019335	01	419000	550100	3090		29.25
G0014032	09/25/98	HORMAN	Horace Mann Insurance Company	9-30 PR	10019316	01		212080			25.00
G0014033	09/25/98	349701686	Hose, Jeri A.	ICCB MTG	10019337	050600 01	460600 110000	550900 550100	6050 8050		23.90 71.68
										INVOICE TOTAL	95.58
G0014034	09/25/98	ICCCA	ICCCA	CONF-LAGOW	10019366	01	212100	550100	8030		85.00
				CONF-SEGUIN	10019367	01	321000	550100	2080		85.00
										CHECK TOTAL	170.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014035	09/25/98	IDEA IDEA	CONFERENCE 10019364	01	323200	550100	1010	105.00
G0014036	09/25/98	ICCB Illinois Community College Boa	CONF-KIDDER 10019363	01	332300	550100	1020	105.00
G0014037	09/25/98	ILLDEP Illinois Department of Revenue	9-30 PR 10019326	01		210200		6,990.66
G0014038	09/25/98	ILLMUT Illinois Mutual	9-30 PR 10019324	01		211500		27.26
G0014039	09/25/98	INDSTA Indiana State University	BANNER CONFER 10019389	01	369000	550100	8080	45.00
				01	321000	550100	2080	45.00
				01	430100	550100	3040	45.00
				01	430100	550100	3040	45.00
				01	420000	550100	3010	45.00
				01	420000	550100	3010	45.00
				01	520100	550100	8020	45.00
				01	520100	550100	8020	45.00
					INVOICE TOTAL			360.00
G0014040	09/25/98	INTREV Internal Revenue Service	9-30 PR 10019331	01		210900		90.39
G0014041	09/25/98	KAGJOE Joel A. Kagann, Circuit Court	9-30 PR 10019330	01		210900		130.00
G0014042	09/25/98	326440053 Kerber, Joan E.	10019381	01	411000	550100	8010	326.53
G0014043	09/25/98	354487012 Leseman, Jolene K.	GM WRKR 10/1 10019344	050600	460305	530900	6050	15.00
G0014044	09/25/98	354487012 Leseman, Jolene K.	TRVL-9/20/98 10019375	050600	460303	550900	6050	252.45
			TRVL 9-18-98 10019376	050600	460301	550900	6050	203.58
					CHECK TOTAL			456.03
G0014045	09/25/98	LRPPUB LRP Publications	1471031 10019349	01	412000	540600	3060	195.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
G0014046	09/25/98	MEYLYD	Lydia S Meyer, Trustee	9-30 PR	10019332	01		210900			125.00
G0014047	09/25/98	MAISTA	Main Stay Funds	9-30 PR	10019317	01		212170			75.00
G0014048	09/25/98	315646413	Matheney, Janet I.	9/22 IAI MTG	10019350	01	441100	550100	3020		113.60
G0014049	09/25/98	356769309	Maynard, Christopher M		S0002726	01		230000			107.00
G0014050	09/25/98	330722316	McCormick, Nicholas J		S0002733	01		230000			782.00
G0014051	09/25/98	326305749	McCormick, Sally A		S0002734	01		230000			50.00
G0014052	09/25/98	347408329	Mendoza, Michelle	ADVANCE	10019379	01	212100	550100	8030		763.20
G0014053	09/25/98	MODSHO	Modern Shoe Shop	11302	10019339	050600	460204	540120	6050		12.00
G0014054	09/25/98	MONSHO	Monogram Shoppe	1667	10019345	050600	460305	540120	6050		128.25
G0014055	09/25/98	335828871	Mucci, Dom A.		S0002725	01		230000			122.40
G0014056	09/25/98	NCMPR	Nat'l Council for Marketing	2 DINNERS	10019356	01	212100	550100	8030		40.00
G0014057	09/25/98	NOREAS	Northeastern Illinois Universi	CONF-NOLL	10019361	01	420000	550100	3010		125.00
G0014058	09/25/98	NORLIF	Northern Life Insurance Compan	9-30 PR CF45	10019318	01		212030			85.00
G0014059	09/25/98	PARCOL	Parkland College	98-99 DUES	10019362	01	420000	540600	3010		20.00
G0014060	09/25/98	319747273	Pollom, Kristy A.	GM WRKR 10/1	10019341	050600	460305	530900	6050		15.00
G0014061	09/25/98	PUTRET	Putnam Retirement Plan Service	9-30 PR	10019319	01		212030			500.00

FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Check Register
From 09/25/98 To 09/25/98

TIME: 03:37 PM

PAGE: 6

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014062	09/25/98	RAMCOU Ramsey County Child Support -	9-30 PR 10019333	01		210900		268.80
G0014063	09/25/98	RDCFAL Rock Falls Chamber of Commerce	5 TICKETS 10019340	050130	345400	550100	4090	25.00
G0014064	09/25/98	318782694 Rodefer, Joy M.	GM WRKR 10/1 10019343	050600	460305	530900	6050	15.00
G0014065	09/25/98	SCHEMP School Employees Credit Union	9-30 PR 10019328	01		210500		23,505.06
G0014066	09/25/98	398402869 Seguin, Michael	10019355	01	321000	550100	2080	82.77
G0014067	09/25/98	330500205 Smith, Ira R.	50002724	01		230000		12.00
G0014068	09/25/98	SQUILL Southern Illinois University	CONF-WARDELL 10019370	01	333100	550100	1030	104.00
G0014069	09/25/98	STAUNI State Universities Retirement	9-30 PR 10019329	01		210500		20,812.83
G0014070	09/25/98	339524175 Steder, Carol A.	STD LN 9/22/98 10019380	051400		130905		300.00
G0014071	09/25/98	357408108 Stewart, James L.	TRVL-9-17-98 10019374	050600	460203	550900	6050	128.97
			TRVL/9-18-98 10019387	050600	460203	550900	6050	257.26
			TRVL - 9/21/98 10019388	050600	460203	550900	6050	373.23
CHECK TOTAL								759.46
G0014072	09/25/98	Super 8 Motel	R948922LK 10019359	01	441100	550100	3020	102.08
G0014073	09/25/98	SAUFBU SVCC Foundation	9-30 PR 10019327	01		210700		5.00
G0014074	09/25/98	345403751 Thinnes, Roger	REFEREE 10/1 10019346	050600	460305	530900	6050	65.00

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
G0014075	09/25/98	318401202	Thomas, Robert		I0019352	01	362100	550100	2010		48.85
					I0019365	01	362100	540500	2010		201.47
										CHECK TOTAL	250.32
G0014076	09/25/98	333688268	Thome, Casey A.		S0002723	01		230000			138.00
G0014077	09/25/98	TIACRE	TIAA/CREF	9-30 PR	I0019320	01		212150			6,808.31
G0014078	09/25/98	321807952	Trobaugh, Chris D.		S0002722	01		230000			15.00
G0014079	09/25/98	TRUMAR	Trustmark Insurance	9-30 PR	I0019325	01		211500			795.63
G0014080	09/25/98	479528871	Tufty, Jeanine M.	NETWORK DAY	I0019353	01	352400	550100	1040		38.50
G0014081	09/25/98	VANGU	Vanguard Fiduciary Trust Compa	9-30 PR	I0019322	01		212160			500.00
G0014082	09/25/98	VALIC	Variable Annuity Life Insuranc	9-30 PR	I0019321	01		212190			360.00
G0014083	09/25/98	WADREE	Waddell & Reed, Inc	9-30 PR	I0019323	01		212160			175.00
G0014084	09/25/98	319382987	Willett, Mary S.	NETWORK DAY	I0019354	01	352200	550100	1040		56.50
G0014085	09/25/98	359700923	Williams, Tiffany E.		S0002721	01		230000			46.00
G0014086	09/25/98	341920947	Woldegiorgis, Weinegenet		S0002715	01		230000			102.00
G0014087	09/25/98	328800464	Wright, Julie A.		S0002730	01		230000			1,680.00

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE 10/20/98
TIME: 09:32 AM
PAGE 5

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014088	09/30/98	WEIWAT Weight Watchers	10019399	01	512010	440110	8020	40.94
				01	512010	440230	8020	43.00
				02	512020	440110	7090	5.06
					INVOICE TOTAL			89.00
G0014090	10/02/98	AMODIL Amoco Oil Company	587 005 714 7	I0019417	050800	415000	540150 6050	27.00
G0014091	10/02/98	349745729 Barnes, Kris	VB TRVL 9/26/98	I0019435	050600	460305	550900 6050	541.74
G0014092	10/02/98	205329509 Behrendt, Richard	BRANDYWINE	I0019434	01	110000	550100 8050	124.00
			ROTARY SEPT 98	I0019453	01	211000	520920 8010	38.50
					CHECK TOTAL			162.50
G0014093	10/02/98	324747688 Behrens, Patricia M.		S0002736	01		230000	476.13
G0014094	10/02/98	352788820 Bell, Billie J.		S0002737	01		230000	301.50
G0014095	10/02/98	BENATH Benedictine Athletic Departmen	ENTRY FEE	I0019484	050600	460202	550900 6050	80.00
G0014096	10/02/98	352722213 Berkeley, Donald J		S0002738	01		230000	1,440.00
G0014097	10/02/98	327806667 Blevins, Matt K.		S0002774	01		230000	479.00
G0014098	10/02/98	371760774 Breed, Thomas		I0019402	01	419000	550100 3090	23.40
			CONFERENCE	I0019449	01	441100	550100 3020	52.00
					CHECK TOTAL			75.40
G0014099	10/02/98	360588539 Breen, David A.		I0019433	01	610100	550100 3060	46.22

Void 14089

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014100	10/02/98	358740686 Bruckner, Kevin	S0002773	01		230000		570.48
G0014101	10/02/98	Carondelet Management Institut	GEHLBACH/LYNCH I0019443	01	352200	550100	1040	196.00
G0014102	10/02/98	341686449 Catton, Sarah L.	S0002772	01		230000		1,260.48
G0014103	10/02/98	345345801 Clevenger, Walter	I0019451	01	361000	550100	2080	34.42
G0014104	10/02/98	322467313 Clydesdale, David T.	TRAVEL 9/17/98 I0019448	01	325010	550100	1010	125.12
G0014105	10/02/98	619019052 Cochran, Beth A.	S0002739	01		230000		325.00
G0014106	10/02/98	CONMAN Consolidated Management Co	FOD 105 8/98 I0019406	01	342200	540120	1020	350.00
G0014107	10/02/98	527932520 Crofts, Heather R	S0002771	01		230000		798.35
G0014108	10/02/98	346488543 Damhoff, Russ K.	J DAWSON I0019407	050600	460305	530900	6050	75.00
			P/C BB I0019418	050600		113040		200.00
			PIZZA I0019439	050600	460201	550900	6050	47.00
				050600	460201	540120	6050	7.78
								INVOICE TOTAL 54.78
								CHECK TOTAL 329.78
G0014109	10/02/98	359468992 Deets, Linda S	S0002740	01		230000		1,109.66
G0014110	10/02/98	337626590 Dennison, Tina M.	S0002770	01		230000		1,260.48
G0014111	10/02/98	319782704 DePuy, Monique L.	S0002741	01		230000		199.00

REPORT FARCHKR
FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE: 10/20/98
TIME: 09:32 AM
PAGE: 10

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014112	10/02/98	358660571	DeWaele, Virginia K.		S0002742	01		230000			660.48
					S0002769	01		230000			1,260.48
CHECK TOTAL											1,920.96
G0014113	10/02/98	324509115	Drane, Paula		I0019416	050500	414000	540190	6030		51.39
G0014114	10/02/98		DTM	CONF/HOYLE	I0019447	01	323200	550100	1010		100.00
G0014115	10/02/98	347781439	Early, Shawn R.		S0002744	01		230000			642.48
G0014116	10/02/98	357722556	Ewald, Jade C.		S0002743	01		230000			1,260.48
G0014117	10/02/98	FRALIF	Franklin Life Insurance Compan	9/15 & 9/30 P/R	I0019483	01		212150			166.68
G0014118	10/02/98	355520003	Fulkerson, Leslie L.		S0002768	01		230000			818.19
G0014119	10/02/98	FULPRE	Fulton Press Inc	SUBSCRIPTION	I0019454	01	212100	540600	8030		28.00
G0014120	10/02/98	361782097	Gardner, Jacob R.		S0002760	01		230000			74.00
G0014121	10/02/98	319344604	Gericke, Thomas H.	TRAVEL 9/3/98	I0019446	050130	345400	550100	4090		31.52
G0014122	10/02/98	357729806	Gorman, Cindy M.		S0002759	01		230000			148.00
G0014123	10/02/98	329428902	Gospodarczyk, Thomas J	AIRLINE TICKET	I0019429	050130	345400	550100	4090		439.00
G0014124	10/02/98	354340409	Gover, Phil	TRAVEL 9/28/98	I0019452	01	331000	550100	2080		50.00
G0014125	10/02/98	348724166	Hadaway, Jennifer L.		S0002758	01		230000			952.48

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014126	10/02/98	357461010	Halley, Catherine D		50002757	01		230000		1,260.48
G0014127	10/02/98	325667789	Herchenbach, Krista		50002756	01		230000		59.88
G0014128	10/02/98	HIGCOU	High Country Gardens	09981317	10019408	02	543000	540140	7030	16.00
G0014129	10/02/98	619244463	Hoffman, Amber M.		50002755	01		230000		1,260.48
G0014130	10/02/98		Holiday Inn	BAN CONF	10019419	01	362000	550100	8080	36.71
						01	321000	550100	2080	73.41
						01	430100	550100	3040	73.41
						01	420000	550100	3010	110.11
						01	520100	550100	8020	73.41
INVOICE TOTAL										367.05
G0014131	10/02/98		Holiday Inn	ROOMS	10019426	050600	460302	550900	6050	267.00
G0014132	10/02/98	357466973	Hunter, Michael A.		50002754	01		230000		1,680.00
G0014133	10/02/98	368664791	Hvarre, Bonnie M.		50002753	01		230000		1,164.20
G0014134	10/02/98	ICCCA	ICCCA	CONF	10019462	01	361000	550100	2080	85.00
						01	363100	550100	2040	85.00
INVOICE TOTAL										170.00
G0014135	10/02/98	341724460	Ikens, Toni L.		50002752	01		230000		1,623.00
G0014136	10/02/98	IALAP	ILLINOIS Association of Learni	CONF / TURK	10019458	01	328100	550100	1050	50.00
						01	328100	540600	1050	15.00
INVOICE TOTAL										65.00
				CONF / COX	10019459	01	326000	550100	1050	50.00
						01	326000	540600	1050	15.00
INVOICE TOTAL										65.00
CHECK TOTAL										130.00

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

Kalamazoo Valley Community College
Check Register
From 09/29/98 To 10/26/98

PRINT DATE 10/20/98
TIME 09:32 AM
PAGE: 12

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014137	10/02/98	334707809 Imel, Jennifer L.	S0002751	01		230000		567.96
G0014138	10/02/98	341348515 Johnson, Rosemary	TRVL 9/24/98 10019450	01	351000	550100	1040	41.05
G0014139	10/02/98	KALVAL Kalamazoo Valley Community Col	VOLLEYBAL ENTRY 10019461	050600	460305	550900	6050	170.00
G0014140	10/02/98	326440053 Kerber, Joan E.	10019456	01	513000	550400	8060	29.12
G0014141	10/02/98	341664328 Kipping, Sara M.	MEAL MONEY 10/9 10019425	050600	460302	550900	6050	287.00
G0014142	10/02/98	338725738 Kline, Kimberly J.	S0002750	01		230000		264.16
G0014143	10/02/98	358665603 Lawson, Jeremy L.	S0002749	01		230000		729.55
G0014144	10/02/98	LEDGOL Ledges Golf Course	10/9-10/10 CONF 10019414	050600	460203	550900	6050	145.00
G0014145	10/02/98	354487012 Leseman, Jolene K.	TRAVEL BB 9/29/ 10019428	050600	460301	550900	6050	281.70
G0014146	10/02/98	MATC Matc Cross Country	ENTRY FEE 10019460	050600	460202	550900	6050	50.00
G0014147	10/02/98	360789691 Mewhinter, Kelly L.	S0002748	01		230000		1,680.00
G0014148	10/02/98	341584872 Nelson, Mark	9/25 MEET 10019412	050600	460202	550900	6050	64.21
G0014149	10/02/98	478586368 Paulsen, Darryl D.	TRAVEL 9/21 10019442	02	541000	550100	7010	32.83
G0014150	10/02/98	360446117 Pearson, Betty	S0002747	01		230000		1,152.00
G0014151	10/02/98	354425235 Pfeifer, Alan	10019403	01	363100	550100	2040	12.00
			U OF I ONLINE 10019404	01	363100	550100	2040	18.85

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014151	10/02/98	354425235 Pfeifer, Alan	3 CR TUIT REIMB 10019422	01	363100	520720	2040	293.40
CHECK TOTAL								324.25
G0014152	10/02/98	349242356 Reuter, Dale	S0002735	01		230000		15.00
G0014153	10/02/98	RDCRIVR Rock River Ready Mix	77897 10019431	050600	460204	540120	6050	117.04
G0014154	10/02/98	353784005 Saaijenga, Tina M	S0002746	01		230000		1,260.48
G0014155	10/02/98	Sauk Valley Radiologists	MESHBERGER 10019432	050600	460201	540120	6050	25.50
G0014156	10/02/98	326285127 Schmall, Rex	10019401	01	362100	550100	2010	7.00
			TRAVEL IECC 10019441	02	541000	550100	7010	96.10
CHECK TOTAL								103.10
G0014157	10/02/98	344442050 Shawver, Lynnette R	S0002745	01		230000		1,260.48
G0014158	10/02/98	SHEOIL Shell Oil Company	0923720 10019405	050800	415000	540150	6050	9.79
G0014159	10/02/98	360780338 Sprenger, Stephanie A	S0002767	01		230000		1,052.97
G0014160	10/02/98	SPRIN SPRINT	9/16/98A 10019437	02	545000	570500	7060	3,050.40
G0014161	10/02/98	357408108 Stewart, James L.	ARROWHEAD CONF 10019413	050600	460203	550900	6050	111.75
			ARROWHEAD 9/22 10019415	050600	460203	550900	6050	57.03
CHECK TOTAL								168.98

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE 10/20/98
TIME: 09:32 AM
PAGE: 14

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014162	10/02/98	SUNGR0 Summit Group	GRANT WRITING 10019409	01	343600	530200	4040	245.00
G0014163	10/02/98	SUNTRA Sunny Travel Center	0976175 10019420	01 01	361000 363100	550100 550100	2080 2040	220.00 220.00
							INVOICE TOTAL	440.00
			0976173 10019421	01	369000	550100	8080	287.97
			0976174 10019423	01	430100	550100	3040	287.97
							CHECK TOTAL	1,015.94
G0014164	10/02/98	SUPER SUPERAMERICA	9/24/98 10019438	050800	415000	540150	6050	29.92
G0014165	10/02/98	338745596 Thomas, Michael A.		S0002766 01		230000		489.48
G0014166	10/02/98	360743901 Thompson, Michele L.		S0002765 01		230000		1,022.33
G0014167	10/02/98	TIACRE TIAA/CREF	P/R 9/15-9/30 10019436	01		212150		13,352.52
G0014168	10/02/98	TIACRE TIAA/CREF	06140826 10019427	01		211300		892.50
G0014169	10/02/98	361823513 Trujillo, Martha M.		S0002764 01		230000		129.00
G0014170	10/02/98	UNIILL University of Illinois	ALLERTON/COX 10019444	01	326000	550100	1050	147.50
			ALLERTON/TURK 10019457	01	328100	550100	1050	147.50
							CHECK TOTAL	295.00
G0014171	10/02/98	357787579 Vercautren, Lisa M.		S0002763 01		230000		393.00
G0014172	10/02/98	357403375 Wardell, John	SUPPLIES 10019445	01	333100	540120	1030	36.17

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014172	10/02/98	357403375 Wardell, John	SUPPLIES 10019445	01	333100	540120	1030	128.89
INVOICE TOTAL								165.06
CHECK TOTAL								165.06
G0014173	10/02/98	339449956 Wardell, Leah	10019430	01	411000	550100	8010	61.92
G0014174	10/02/98	328423343 Warrenfeltz, Roger	10019410	01	362100	550100	2010	7.00
G0014175	10/02/98	Westin Crown Center	CONF-MARLIER 10019424	01	430100	550100	3040	406.93
G0014176	10/02/98	329762470 Wiersema, Michelle L.	S0002762	01		230000		729.51
G0014177	10/02/98	342720666 Wolf, Danielle M.	S0002761	01		230000		857.62
<i>Void 14178</i>								
G0014179	10/09/98	326608575 Adams, Charles E.	S0002783	01		230000		1,260.48
G0014180	10/09/98	387847907 Alfano, Cindy	10/5/98 TRAV 10019521	01	419000	550400	3090	39.33
			TRVL 10/7/98 10019585	01	441100	550100	3020	48.20
CHECK TOTAL								87.53
G0014181	10/09/98	324708192 Allen, Kevin E.	S0002785	01		230000		802.00
G0014182	10/09/98	AMEEXP1 American Express Financial Adv	10/15/98 P/R 10019524	01		212010		255.00
G0014183	10/09/98	AMOOIL Amoco Oil Company	9/24/98 10019586	050800	415000	540150	6050	71.90
G0014184	10/09/98	ATT AT & T	7/30/98 10019567	02	545000	570500	7060	1,083.01

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
			VENDOR'S	INTERNAL					
G0014185	10/09/98	ATTCRE AT&T Credit Corporation	OCTOBER 98	10019564	01	513000	560300	8060	2,735.65
					01	513000	560400	8060	409.56
INVOICE TOTAL									3,145.21
G0014186	10/09/98	349745729 Barnes, Kris	TRVL 10/9-10/20	10019583	050600	460305	550900	6050	525.00
			TRVL 9/29-10/6	10019589	050600	460305	550900	6050	192.37
CHECK TOTAL									717.37
G0014187	10/09/98	381648694 Bosley, Tom	VB 10/22/98	10019588	050600	460305	530900	6050	65.00
G0014188	10/09/98	321783450 Boyer, Andrea L.	VB 10/22/98	10019568	050600	460305	530900	6050	15.00
G0014189	10/09/98	321783450 Boyer, Andrea L.	VB 10/13/98	10019577	050600	460305	530900	6050	15.00
G0014190	10/09/98	339052895 Bradow, Iris	10/13/98 REF	10019531	050600	460305	530900	6050	65.00
G0014191	10/09/98	374744025 Breed, Nancy J.	TRAVEL	10019516	01	511000	550100	8010	52.75
G0014192	10/09/98	371760774 Breed, Thomas	10/5/98 TRAV	10019520	01	419000	550400	3090	31.85
G0014193	10/09/98	341465092 Broderick, Melva J.		50002779	01		230000		360.00
G0014194	10/09/98	321726916 Cain, Patricia L.		50002782	01		230000		1,680.00
G0014195	10/09/98	CAPGUA Capital Guardian Trust Company	10/15/98 P/R	10019529	01		212180		375.00
G0014196	10/09/98	339540690 Castelein, Karen J	BUS DRIVER	10019591	01	343200	590900	4040	50.00
G0014197	10/09/98	COLDUP College of DuPage	VR TOURNEY	10019594	050600	460305	550900	6050	175.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014198	10/09/98	COLLAK	College of Lake County	TOURNEY VB	10019595	050600	460305	550500	6050	125.00
G0014199	10/09/98		Comfort Inn		10019597	050600	460305	550900	6050	192.51
G0014200	10/09/98	483908003	Cox, Terry J.	TRL 10/10-10/17	10019590	050600	460204	550900	6050	224.00
G0014201	10/09/98	318445372	Cunniff, Paul J.		50002786	01		230000		6.00
G0014202	10/09/98	346488543	Damhoff, Russ K.	9/26-10/3	10019519	050600	460201	550900	6050	55.61
				TRVL 10/11/98	10019593	050600	460201	550900	6050	192.00
CHECK TOTAL										247.61
G0014203	10/09/98	324509115	Drane, Paula		10019587	050500	414000	540190	6030	104.67
G0014204	10/09/98	EQUlif	Equitable Life Assurance	10/15/98 P/R	10019530	01		212020		132.00
G0014205	10/09/98		Fairfield Inn	HOTEL 10-15/16	10019584	050600	460305	550900	6050	510.40
G0014206	10/09/98	FARNEW	Farmers New World Life Insuran	10/15/98 P/R	10019535	01		212040		25.00
G0014207	10/09/98	FEDLIF	Federal Life Insurance Company	10/15/98 P/R	10019536	01		212050		20.00
G0014208	10/09/98	FORCLI	Forman Clinic	RYAN DERRER	10019513	050600	460201	540120	6050	28.00
G0014209	10/09/98	FRALIF	Franklin Life Insurance Compan	10/15/98 P/R	10019537	01		212060		753.34
G0014210	10/09/98	374446204	Frederick, James E.	TRVL 10/3-10/7	10019603	02	546000	550100	7080	35.47
G0014211	10/09/98	FREMEM	Freeport Memorial Hospital	PAP 185/284-10	10019546	01	352500	530200	1040	548.44

REPORT FARCHKR

FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Sank Valley Community College

Check Register

From 09/29/98 To 10/26/98

PRINT DATE: 10/10/98

TIME: 09:32 AM

PAGE: 19

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014212	10/09/98	FUTBAS FutureStars Basketball, L C	SCOUTING SVC 10019526	050600	460201	540120	6050	160.00
G0014213	10/09/98	GENEQU Gender Equity Fund	PERF 10/20 10019510	050600	460500	530200	6050	100.00
G0014214	10/09/98	336306964 Gjonola, Richard J	9/27/98 PERF 10019596	01	343300	530200	4040	150.00
G0014215	10/09/98	360683876 Gutierrez, Cristina A.	S0002781 01			230000		170.41
G0014216	10/09/98	356789537 Harmon, Angela K.	S0002778 01			230000		1,440.00
G0014217	10/09/98	340764899 Helm, Angela L.	S0002780 01			230000		1,260.48
G0014218	10/09/98	HORMAN Horace Mann Insurance Company	10/15/98 P/R 10019539	01		212080		25.00
G0014219	10/09/98	I-DADN	CONF-JOHNSON 10019599	01	351000	550100	1040	75.00
G0014220	10/09/98	ILLBUS Illinois Business Education As	CONE G BAILEY 10019543	01	332400	550100	1020	80.00
G0014221	10/09/98	ILLDEP Illinois Department of Revenue	10/15/98 P/R 10019553	01		210200		7,243.48
G0014222	10/09/98	ILLMUT Illinois Mutual	10/15/98 P/R 10019551	01		211550		27.26
G0014223	10/09/98	IMACC IMACC	98-99 MBRSHIP 10019534	01	325010	540120	1010	120.00
G0014224	10/09/98	INTREV Internal Revenue Service	10/15/98 P/R 10019560	01		210900		96.05
G0014225	10/09/98	ISAC/IDAPP Fall Seminars	CONF FEE 98 10019598	01	430100	550100	3040	100.00
G0014226	10/09/98	KAGJOE Joel A. Kagann, Circuit Court	10/15/98 10019559	01		210900		130.00
G0014227	10/09/98	341664328 Kipping, Sara M.	9/29/98 TRAVEL 10019582	050600	460302	550900	6050	32.63

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER VENDOR'S		INTERNAL	FUND	ORGN	ACCT	PRG	CHECK AMOUNT
G0014228	10/09/98	354487012	Leseman, Jolene K.	VB 10/22/98	10019573	050600	460305	530900	6050		15.00
G0014229	10/09/98	354487012	Leseman, Jolene K.	VB 10/13/98	10019580	050600	460305	530900	6050		15.00
G0014230	10/09/98	354487012	Leseman, Jolene K.	VB 10/10/98	10019581	050600	460301	530900	6050		25.00
G0014231	10/09/98	354487012	Leseman, Jolene K.	TRVL 10/2/98	10019582	050600	460303	550900	6050		51.00
				TRVL 10/10/98	10019592	050600	460301	550900	6050		165.00
				TRVL 10-1/10-9	10019602	050600	460301	550900	6050		389.12
										CHECK TOTAL	605.12
G0014232	10/09/98	LUCTEC	Lucent Technologies	01911954814	10019565	02	545000	570500	7060		3,302.00
G0014233	10/09/98	MEYLYD	Lydia S. Meyer, Trustee	10/15/98 P/R	10019561	01		210900			125.00
G0014234	10/09/98	MAISTA	Main Stay Funds	10/15/98 P/R	10019540	01		212170			75.00
G0014235	10/09/98	339542242	McDole, Nan E.		50002775	01		230000			90.42
G0014236	10/09/98	347408329	Mendoza, Michelle	9/26-30/98 TRAV	10019514	01	212100	550100	8030		218.83
G0014237	10/09/98	329447971	Mongan, Connie	EMPOWERMENT	10019509	01	345100	530200	4020		1,860.00
G0014238	10/09/98	NCMPR	Nat'l Council for Marketing	MEMBERSHIP 98-99	10019533	01	212100	540600	8030		250.00
G0014239	10/09/98	341584872	Nelson, Mark	TRVL 10/2/98	10019601	050600	460202	550900	6050		433.28
G0014240	10/09/98	361326875	Nichols, Stephen G	9/14/98	10019523	01	352100	530200	1040		50.00

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014241	10/09/98	NORLIF	Northern Life Insurance Compan	CF45 10/15/98	10019541	01		212120			85.00
G0014242	10/09/98	350689237	Petrakis, Nicholas P.	ST LN 10/6/98	10019508	051400		130905			300.00
G0014243	10/09/98	319747273	Pollom, Kristy A.	VB 10/22/98	10019569	050600	460305	530900	6050		15.00
G0014244	10/09/98	319747273	Pollom, Kristy A.	VB 10/13/98	10019575	050600	460305	530900	6050		15.00
G0014245	10/09/98	PROBEN	Professional Benefit Administr	10/98	10019544	051000	520300	540830	6090		3,941.79
						051000	520300	540840	6090		2,806.20
						051000	520300	540850	6090		354.00
						051000	520300	540870	6090		1,771.00
						051000	520300	540890	6090		1,878.90
INVOICE TOTAL										10,751.89	
G0014246	10/09/98	PUTRET	Putnam Retirement Plan Service	10/15/98	10019542	01		212030			500.00
G0014247	10/09/98		Radisson Hotel	HOTEL RESERV.	10019563	01	430100	550100	3040		513.48
G0014248	10/09/98	RAMCDU	Ramsey County Child Support -	10/15/98 P/R	10019562	01		210900			268.80
G0014249	10/09/98		Red Lion Pub	HAUNTED CHICAGO	10019604	01	343200	590900	4040		580.00
G0014250	10/09/98	318782694	Rodefer, Joy M.	VB 10/22/98	10019571	050600	460305	530900	6050		15.00
G0014251	10/09/98	318782694	Rodefer, Joy M.	VB 10/13/98	10019578	050600	460305	530900	6050		15.00
G0014252	10/09/98	326385876	Schack, Steve	10/13/98 REF	10019532	050600	460305	530900	6050		65.00
G0014253	10/09/98	SCHEMP	School Employees Credit Union	10/15/98 P/R	10019555	01		210700			23,410.21
G0014254	10/09/98	357408100	Seagren, Catherine	10/7/98 TRAV	10019512	01	520100	550100	8020		41.45

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014255	10/09/98	318341794	Shippert, Stanley	7-10 TRAVEL	10019511	01	352500	550100	1040	339.95
G0014256	10/09/98	503744408	Simpson, Dr. William	LUNCH/JAMI	10019538	01	211000	550900	8010	40.00
G0014257	10/09/98	SQUILL	Southern Illinois University	CNA	10019517	01		130364		150.00
						01		130310		50.00
INVOICE TOTAL										200.00
G0014258	10/09/98	STAUNI	State Universities Retirement	10/15/98 PR	10019556	01		210500		21,208.07
G0014259	10/09/98	318803580	Steder, Jeffrey T.		50002777	01		230000		591.48
G0014260	10/09/98	SAUFDU	SVCC Foundation	10/15/98 P/R	10019554	01		211600		5.00
G0014261	10/09/98	345403751	Thinnes, Roger	10/22/98 VB	10019528	050600	460305	530900	6050	65.00
G0014262	10/09/98	TIACRE	TIAA/CREF	10/15/98 P/R	10019547	01		212150		7,742.97
G0014263	10/09/98	349840262	Tompkins, Keenan O.		50002776	01		230000		397.48
G0014264	10/09/98	TRUMAR	Trustmark Insurance	10/15/98 P/R	10019552	01		211500		795.63
G0014265	10/09/98	UNIPAR	United Parcel Service	618479-368	10019545	01	513000	540430	8060	148.89
G0014266	10/09/98	UNIWAY1	United Way of Dixon	10/15/98 P/R	10019558	01		211100		77.98
G0014267	10/09/98	UNIWAY	United Way of Sterling-Rock Fa	10/15/98 P/R	10019557	01		211100		60.84
G0014268	10/09/98	USATOD	USA Today	10/6/98	10019518	01	362100	540600	2010	119.00
G0014269	10/09/98	355609231	Valdivia, Christy L.		50002787	01		230000		163.20

REPORT FARCHKR

FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Sank Valley Community College

Check Register

From 09/29/98 To 10/26/98

PRN DATE 10/09/98

TIME 09:32 AM

PAGE: 22

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014270	10/09/98	375442519	VanderWege, Robertus J	AIC SLIDES	10019525	01	322100	540120	1010	35.24
G0014271	10/09/98	VANGU	Vanguard Fiduciary Trust Compa	10/15/98 P/R	10019549	01		212190		500.00
G0014272	10/09/98	VALIC	Variable Annuity Life Insuranc	10/15/98 P/R	10019548	01		212200		360.00
G0014273	10/09/98	WADREE	Waddell & Reed, Inc	10/15/98 P/R	10019550	01		212160		175.00
G0014274	10/09/98	350760118	Welker, Sean M.		S0002784	01		230000		782.00
G0014275	10/09/98	343306801	Williamson, Judith B.	10/1-3/98 TRAV	10019515	01	322200	550100	1010	300.00
G0014276	10/13/98	FIRNAT	First National Bank in Amboy	1 YR CD 10/13	10019606	02		120200		100,000.00
<i>Void 14277</i>										
G0014278	10/14/98	336566943	Alford, Carol J.		S0002805	01		230000		1,260.48
G0014279	10/14/98	ARTINS	Art Institute of Chicago	864052 11/7/98	10019646	01	343200	590900	4040	784.00
G0014280	10/14/98	359465107	Bartnicki, Jerry	COMPUTER CONSOL	10019636	01	345300	530200	4020	37.50
G0014281	10/14/98	357783609	Boestrom, Matthew C		S0002804	01		230000		1,260.48
G0014282	10/14/98	335646515	Brandon, Laurence J.		S0002799	01		230000		1,680.00
G0014283	10/14/98		City of Rock Falls	REFUND/J MEYER	10019634	01	512010	490000	8020	15.00
G0014284	10/14/98	342665454	Clay, Kristina L.		S0002800	01		230000		840.00
G0014285	10/14/98	352708101	Foster, DaJuan T.	ST LN 10/14/98	10019645	051400		130905		300.00
G0014286	10/14/98	303046408	Goodman, Kevin D.		S0002801	01		230000		560.48

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014287	10/14/98	354486523 Greeley, Rhonda		S0002789	01	230000		10.00
G0014288	10/14/98	GTEWIR GTE Wireless	9/19/98	10019639	02	545000	570500 7060	54.84
G0014289	10/14/98	339541863 Hatten, Laura J.		S0002803	01	230000		1,260.48
G0014290	10/14/98	334626824 Ketchen, Cynthia L.		S0002802	01	230000		1,680.00
G0014291	10/14/98	343289565 Linton, Carol L.	TRAVEL 10/9/98	10019638	01	520100	550100 8020	24.61
G0014292	10/14/98	361622223 Maves, Melody A.		S0002798	01	230000		1,680.00
G0014293	10/14/98	520821318 Metz, Terry D.		S0002797	01	230000		1,260.48
G0014294	10/14/98	352604018 Meyer, Paula	AIRLINE TICKETS	10019635	01	520100	550100 8020	282.53
G0014295	10/14/98	346748868 Morgan, Jennifer L.		S0002788	01	230000		1,248.00
G0014296	10/14/98	NATINF National Information Data Cent	F98128139	10019644	01	520100	540900 8020	46.90
G0014297	10/14/98	481134427 Palmer, Teresa L.		S0002796	01	230000		1,680.00
G0014298	10/14/98	PREHAL Prentice Hall-Simon Schuster	9/18/98 618587	10019641	01	363200	540410 2020	41.54
G0014299	10/14/98	344700571 Raab, Renee S.		S0002795	01	230000		1,260.48
G0014300	10/14/98	337729030 Reuter, Steven R.		S0002794	01	230000		167.40
G0014301	10/14/98	394848866 Schmoer, Bradley E.		S0002793	01	230000		1,248.00
G0014302	10/14/98	SCHBOO Scholastic Book Club	BOOKS FAMILY	10019640	01	130903		126.80

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE 10/20/98
TIME 09:32 AM
PAGE: 24

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014303	10/14/98	SPRING Springhill	3502939 10019643	02	543000	540140	7030	62.93
G0014304	10/14/98	339524175 Steder, Carol A.	50002792	01		230000		1,680.00
G0014305	10/14/98	333683203 Stees, Deanna	TRAVEL 10/7/98 10019637	01	520100	550100	8020	51.50
G0014306	10/14/98	339743118 Stephenson, Brian V.	50002791	01		230000		1,260.48
G0014307	10/14/98	SUSKOM Susan G. Komen Breast Cancer	98 NATL DENIM 10019642	01		230001		563.00
G0014308	10/14/98	327806084 TerBush, Jessica M.	50002790	01		230000		945.48
Void 14309 + 14310								
G0014311	10/26/98	ABCSCH ABC School Supply	7905512 10019919	01		130903		2,029.80
G0014312	10/26/98	ACEHAR Ace Hardware	456493 12 10019821	02	543000	540140	7030	26.49
			461656 10019958	02	543000	540140	7030	11.83
			468750 10019959	02	543000	540140	7030	31.39
			469428 10019960	02	543000	540140	7030	39.98
			465796 10019961	02	543000	540140	7030	22.19
			473665 10019962	02	541000	540140	7010	11.94
CHECK TOTAL								143.82
G0014313	10/26/98	ACOCOM Acorn Computer Inc	DEPOSIT 10019611	01	520100	580510	8020	5,016.00
G0014314	10/26/98	ADAFIN Adagio Fine Art	1064 10019707	01	322600	540120	1010	73.82
G0014315	10/26/98	AIAG AIAG	145505 10019899	01	345100	540120	4020	152.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014316	10/26/98	ALDRI	Aldrich	4308034	10019728	01	335200	540120	1010	19.88
G0014317	10/26/98	AMMUL	AM Multigraphics	2670612	10019729	050300	212200	540810	6090	263.93
G0014318	10/26/98	AMEMAN	American Management Associatio	04368261	10019854	01	345100	540120	4020	2,013.39
G0014319	10/26/98	AMETIM	American Time & Signal Co	11256528A	10019963	02	541000	530400	7010	178.20
G0014320	10/26/98	ANATEK	Anatek Corporation	4784	10019758	01	333100	540120	1030	175.00
G0014321	10/26/98	ANNES	Anne's	51398	10019806	02	543000	540140	7030	73.91
G0014322	10/26/98	ARAUNI	Aramark Uniform Services Inc	8/28/98	10019490	01	323100	530900	1010	80.00
G0014323	10/26/98	ARMMED	Armstrong Medical	0660745A	10019868	01	352200	540120	1040	105.54
G0014324	10/26/98	ATTCRE	AT&T Credit Corporation	OCT 98	10019912	13	512130	560300	8020	2,505.91
						13	512130	560400	8020	433.74
						01	513000	560300	8060	1,094.98
						01	513000	560400	8060	189.59
							INVOICE TOTAL			4,224.22
G0014325	10/26/98	ATWPUB	Atwood Publishing, LLC	69424	10019659	01	513000	550400	8060	1,650.00
G0014326	10/26/98	BAKTAY	Baker & Taylor	J09 0995	10019838	01	362100	540500	2010	37.79
				J15 3702	10019839	01	362100	540500	2010	12.46
							CHECK TOTAL			50.25
G0014327	10/26/98	BALCOO	Baldwin Cooke Company	9549232	10019494	01	321000	540110	2080	26.58

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

DATE: 10/20/98
TIME: 09:32 AM
PAGE: 24

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014328	10/26/98	BECDIC	Becton Dickinson	512	10019791	01	362100	540500	2010		414.95
G0014329	10/26/98	BLAHAW	Black Hawk College	FALL CHGBACK	10019809	01	521000	590300	9030		3,978.00
G0014330	10/26/98	BLAMAI	Blackboard Maintenance Co Inc	98-061	10019807	02	542000	540140	7020		48.76
G0014331	10/26/98	BLAFS	Blackhawk FS Inc	34033	10019873	02	543000	540140	7030		653.23
G0014332	10/26/98	BLUBOO	Blue Book of College Athletics	100809	10019618	050600	460401	540600	6050		37.96
G0014333	10/26/98	BRAELE	Branson Electric Co	20949	10019633	12	544000	530400	7040		936.00
G0014334	10/26/98	BROFER	Browning-Ferris Industries	98088000005868	10019869	02	545000	570700	7060		358.71
				98090000005868	10019872	02	545000	570700	7060		370.00
CHECK TOTAL											728.71
G0014335	10/26/98	BURCOU	Bureau County Republican	8/31/98	10019658	01	212100	540700	8030		319.95
				8-29-98	10019776	01	513000	550400	8060		96.20
CHECK TOTAL											416.15
G0014336	10/26/98	CEGLA	C & E Glass	81671	10019948	01	363100	530400	2040		60.00
G0014337	10/26/98	CALPHO	Calumet Photographic	01234201	10019697	01	322100	540120	1010		198.53
G0014338	10/26/98	CARBIO	Carolina Biological Supply Co	OE 1219135	10019672	01	335100	540120	1010		36.05
				OE1224944	10019705	01	335100	540120	1010		30.80
				OE1225945	10019751	01	335100	540120	1010		48.60

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0014338	10/26/98	CARBIO	Carolina Biological Supply Co	0E 1248803	10019904	01	335100	540120	1010	52.05
CHECK TOTAL										167.50
G0014339	10/26/98	CARPE	Carpetland USA	76-034010	10019805	02	541000	530400	7010	75.00
G0014340	10/26/98	CATENG	Caterpillar-Engine Protection	114835	10019879	02	545000	570900	7060	412.41
G0014341	10/26/98	CENHEA	Central Heating and Cooling, I	3415	10019624	01	333200	540120	1030	150.00
G0014342	10/26/98	CHRHIG	Chronicle of Higher Education	83481	10019650	01	513000	550400	8060	3,519.00
G0014343	10/26/98	CLAENG	Clark Engineers MW Inc	17165	10019488	12	514000	530400	8060	113.85
G0014344	10/26/98	COLDIR	Collegiate Directories, Inc	134163	10019885	050600	460401	540600	6050	55.90
G0014345	10/26/98	COLPAC	Collegiate Pacific	6164	10019830	050600	460204	540120	6050	110.00
G0014346	10/26/98	COLENE	Columbia Energy Services	9/15/98	10019657	02	545000	570100	7060	11,086.86
G0014347	10/26/98	COMEDI	Commonwealth Edison	08/27/98	10019738	02	545000	570300	7060	39.09
				9-4-98 20000	10019762	02	545000	570300	7060	19.14
				9/28/98 8005	10019896	02	545000	570300	7060	39.09
				9/28/98 80006	10019905	02	545000	570300	7060	26.22
CHECK TOTAL										123.54
G0014348	10/26/98	CONMAN	Consolidated Management Co	90334	10019685	01	331000	550100	2080	15.57
				90327	10019686	01	530010	550900	8040	15.00

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0014348	10/26/98	CONMAN	Consolidated Management Co	90331	I0019687	01	345400	550100	4090	14.00
				90326	I0019688	01	214000	550100	8070	11.30
				90335	I0019777	050600	460201	540120	6050	16.50
				90339	I0019788	01	420000	550100	3010	41.00
				90341	I0019792	01	530010	550900	8040	110.00
				90338	I0019802	01	511000	550100	8010	48.80
				90333	I0019804	01	211000	550900	8010	66.00
				90330	I0019832	050500	414000	550100	6030	36.75
				90340	I0019837	050600	460500	540900	6050	1,481.33
				90323A	I0019864	01	441100	540120	3020	90.00
				90345	I0019938	01	369000	550100	8080	24.60
				90343	I0019947	01	211000	550900	8010	73.75
				CHECK TOTAL						2,044.60
G0014349	10/26/98	CONEAS	Contact East Inc.	585269-01	I0019717	01	333100	540120	1030	84.33
				585269-00	I0019727	01	333100	540120	1030	711.82
				CHECK TOTAL						796.15
G0014350	10/26/98	COPLET	Coppins Letter Shop	433	I0019623	01	420000	540110	3010	96.00
G0014351	10/26/98	COROFF	Corporate Office City	30317-0	I0019492	050600	460500	540900	6050	578.00
						01	513000	580520	8060	578.00
				INVOICE TOTAL						1,156.00
				27955-0	I0019409	01	520100	580520	8020	1,060.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014351	10/26/98	COROFF	Corporate Office City	80331-0	10019714	01	352100	540120	1040	11.85
						01	352500	540120	1040	67.15
						01	352200	540120	1040	86.90
						01	352400	540120	1040	71.10
INVOICE TOTAL										237.00
				30555-0	10019716	01	352000	540110	1040	65.52
				30554-0	10019720	01	352400	540120	1040	58.32
				80798-0	10019725	01	352100	540120	1040	31.60
				31063-0	10019730	01		130903		40.45
				30696-0	10019753	051100	520400	540810	6090	190.00
						01	511000	540110	8010	3.18
						01	511000	540110	8010	2.32
INVOICE TOTAL										195.50
				30528-0	10019754	01	441100	540110	3020	29.49
				30854-0	10019755	01	441100	540110	3020	38.28
				30556	10019773	01	430100	540110	3040	65.61
				31507	10019787	01	212300	540110	2090	32.50
				80466-0	10019835	02	546000	530400	7080	249.50
				31100-0	10019888	01	352200	540110	1040	65.52
				31089-0	10019911	050600	460500	540900	6050	0.00
						01	513000	580520	8060	2,309.78
						01	511000	540110	8010	209.98
						01	411000	540110	8010	104.99
						01	511000	540110	8010	0.00
INVOICE TOTAL										2,624.75
CHECK TOTAL										5,950.04
G0014352	10/26/98	COUFLO	Country Floral	15177	10019668	01	211000	550900	8010	32.00

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

DATE: 10/26/98
TIME: 09:32 AM
PAGE: 30

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
G0014353	10/26/98	CPGRA CP Graphics, Inc	1232 10019943	050600	460401	540900	6050	280.00
G0014354	10/26/98	CREELE Crescent Electric Supply Co	013-307842-00 10019660	02	541000	540140	7010	20.52
			013-307719-00 10019661	02	541000	540140	7010	496.37
			013-307104-02 10019662	02	541000	540140	7010	43.26
			013-309031-00 10019794	02	541000	540140	7010	62.20
							CHECK TOTAL	622.35
G0014355	10/26/98	CYBEX Cybex	553869 10019748	01	323200	540120	1010	70.40
G0014356	10/26/98	DEKMET DeKroft-Metz and Co, Inc	36543 10019749	01	352400	540120	1040	49.66
			36545 10019764	01	352500	540120	1040	23.75
			36544 10019765	01	352400	540120	1040	23.57
			36925 10019908	01	352200	540120	1040	114.00
							CHECK TOTAL	210.98
G0014357	10/26/98	DEPORT DePuy Ortho Tech	8613769 10019724	01	352200	540120	1040	61.12
G0014358	10/26/98	DIAIMA Diagnostic Imaging Inc	542920 10019772	01	352500	540120	1040	1.60
G0014359	10/26/98	ECHO Echo	8/11/98 10019768	01	212100	540700	8030	24.00
G0014360	10/26/98	ENGELE Englewood Electric	10254009 10019497	01	333100	540120	1030	989.69
			10254009-10 10019756	01	333100	540120	1030	193.54
			10256891-00 10019875	01	333100	540120	1030	507.81
							CHECK TOTAL	1,691.04

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014361	10/26/98	ESSCOM	Essex Computers	39626	10019902	01	333100	540120	1030		210.00
G0014362	10/26/98	FGMARC	FGM Architects Engineers	9-30-98 4	10019946	03	512030	580400	8060		599.50
G0014363	10/26/98	FISSCI	Fisher Scientific	3978402	10019721	01	352100	540120	1040		55.58
				4389543	10019877	01	335200	540120	1010		251.36
CHECK TOTAL											306.94
G0014364	10/26/98	FITNE	FITNE	981019A	10019964	01	352200	580610	1040		4,611.00
G0014365	10/26/98	FITEQC	Fitzgerald Equipment Company	01E1991930	10019921	02	546000	580700	7080		6,795.00
G0014366	10/26/98	FLOWE	Flowers Etc	9050	10019935	01	211000	550900	8010		40.00
G0014367	10/26/98	FORMST	Formstart Inc	16323-0	10019617	01	430100	540110	3040		672.14
G0014368	10/26/98	FOSMUS	Foster Family Music Center	9-4-98	10019708	01	322600	540120	1010		240.00
G0014369	10/26/98	FRIIOW	Friends-Iowa Public Television	RENEWAL 10/1/98	10019941	01	363200	540600	2020		45.00
G0014370	10/26/98	GALRES	Gale Research	8180440	10019856	01	362100	540500	2010		144.09
				8182407	10019857	01	362100	540500	2010		298.39
				8185046	10019858	01	362100	540500	2010		105.40
				8188826	10019859	01	362100	540500	2010		84.09
				8190759	10019860	01	362100	540500	2010		144.91
				8201609	10019861	01	362100	540500	2010		109.20
				8204196	10019862	01	362100	540500	2010		103.50

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

Bank Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE 10/20/98
TIME 09:32 AM
PAGE 32

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014370	10/26/98	GALRES	Gale Research	8212336	10019863	01	362100	540500	2010	166.01
CHECK TOTAL										1,155.59
G0014371	10/26/98	GLOCOM	Global Computer Supplies	38247621	10019610	01	333100	540120	1030	320.25
				38259941	10019715	01	369000	540110	8080	212.95
				38264874	10019923	01	369000	540110	8080	75.09
CHECK TOTAL										608.29
G0014372	10/26/98	GOOWIL	Goodheart-Willcox Publishing	16855	10019759	01	333500	540120	1030	210.86
G0014373	10/26/98	GRAIN	Grainger	932919717-3	10019491	01	333100	540120	1030	214.86
				937440859-0	10019493	01	333100	540120	1030	558.70
				664-567716-9	10019682	02	541000	540140	7010	59.95
				664-567838-1	10019683	02	541000	540140	7010	131.70
				932-128983-8	10019684	02	541000	540140	7010	334.80
				9374638949	10019795	01	322600	540120	1010	21.03
				9374613785	10019797	01	322600	540120	1010	71.44
				9374600949	10019798	01	322600	540120	1010	296.37
				937-558425-8	10019825	02	541000	540140	7010	119.62
				688-873313-3	10019827	02	541000	540140	7010	98.37
				935-538581-7	10019828	02	541000	540140	7010	36.96
				937-574047-0	10019939	02	541000	540140	7010	12.08
CHECK TOTAL										1,955.88

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0014374	10/26/98	GRAELE	Graybar Electric Company Inc	121-512188	10019851	01	369000	540110	8080	1,165.34
G0014375	10/26/98	GRELAK	Great Lakes Airgas Inc	845950	10019769	01	333200	540120	1030	4.55
				845951	10019775	01	352100	540120	1040	8.90
				850339	10019929	01	333200	540120	1030	4.55
				850340	10019933	01	352100	540110	1040	8.90
CHECK TOTAL										26.90
G0014376	10/26/98	GRUTRU	Grummett's True Value	100602-0010	10019779	02	541000	540140	7010	25.66
G0014377	10/26/98	HARCOMM	Harris Communications	09824649	10019628	01	343800	540120	4040	158.75
G0014378	10/26/98	HEWPAC	Hewlett-Packard	838B3J68	10019495	01	363100	530400	2040	1,672.73
				57L3J95	10019690	01	363100	540420	2040	259.00
				65C3J98	10019750	01	369000	530400	8080	39.10
CHECK TOTAL										1,970.83
G0014379	10/26/98	HILELE	Hill's Electric Motor Service	F5559	10019673	02	541000	540140	7010	158.51
				F5457	10019674	02	541000	540140	7010	102.71
				F5547	10019675	02	541000	540140	7010	83.80
				F5608	10019681	03	548000	540140	7090	668.39
				F5638	10019823	03	548000	540140	7090	517.74
CHECK TOTAL										1,531.15
G0014380	10/26/98	HUBPRI	Hub Printing	21224	10019670	050300	212200	540810	6090	394.00

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

Sauk Valley Community College
Check Register
From 09/29/98 to 10/26/98

RUN DATE: 10/20/98
TIME: 09:32 AM
PAGE: 31

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
G0014381	10/26/98	ILLTRO	Illini Trophy	9-28-98	10019949	01	530010	550900	8040		148.68
G0014382	10/26/98	ILLCOA	Illinois Coaches Directory	4417	10019940	050600	460401	540600	6050		19.00
G0014383	10/26/98	LOOJOH	John A Loos Sons Inc	981774	10019499	03	548000	530400	7090		8,099.68
G0014384	10/26/98	KLACOM	Klaus Companies	21731	10019789	01	363200	530400	2020		35.60
G0014385	10/26/98	LARVOL	Lab Volt	9251	10019709	01	333100	540120	1030		42.43
G0014386	10/26/98	LINCAL	Lindgren Callihan Van Osdel &	10599	10019957	11	520700	530100	8020		11,120.00
G0014387	10/26/98	LRPPUB	LRP Publications	1483262	10019880	01	420000	540110	3010		97.50
G0014388	10/26/98	LUCTEC ATTSDU	Lucent Technologies AT&T Sourcebook	31657577A	10019866	01	520100	540900	8020		136.00
G0014389	10/26/98	LUCTEC ATTSDU	Lucent Technologies AT&T Sourcebook	31657576A	10019867	01	333200	540110	1030		136.00
G0014390	10/26/98	LUCMUS	Luck's Music Library	005020	10019695	01	322600	540120	1010		77.50
				005021	10019698	01	322600	540120	1010		82.80
CHECK TOTAL											160.30
G0014391	10/26/98	LUNDG	Lundgren's Inc	328742	10019845	01	212300	540110	2090		83.50
				329043	10019846	01	212300	540120	2090		7.09
				328608	10019847	01	212300	540110	2090		21.08
				329530	10019950	01	212300	540110	2090		42.46
CHECK TOTAL											154.13

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0014392	10/26/98	MACWAR	Mac Warehouse	02324754	10019494	01	322100	540120	1010	1,004.45
G0014393	10/26/98	MAIPRO	Maintenance Products, Inc	00253059	10019810	02	541000	540140	7010	36.79
G0014394	10/26/98	MCMCAR	McMaster Carr Supply Company	4721815	10019893	02	542000	540140	7020	182.53
				4803395	10019931	02	541000	540140	7010	16.56
									CHECK TOTAL	199.09
G0014395	10/26/98	MEDCOM	Med Com Trainex	0806158	10019676	01	352200	540120	1040	257.95
G0014396	10/26/98	MENAR	Menards	65875	10019620	050600	460701	540900	6050	163.41
				63735	10019731	050600	460701	540900	6050	37.16
				63734	10019732	050600	460701	540900	6050	194.90
				64228	10019733	050600	460701	540900	6050	77.59
				64706	10019796	02	541000	540140	7010	105.32
				64192	10019820	02	542000	540140	7020	103.21
				62700	10019829	02	541000	540140	7010	28.46
									CHECK TOTAL	710.13
G0014397	10/26/98	MESBEC	Messing & Becker	021007	10019619	050600	460303	540120	6050	125.00
G0014398	10/26/98	MONIND	Monarch Industrial Inc	40692	10019814	02	541000	540140	7010	22.50
				40796	10019816	02	541000	540140	7010	123.49
									CHECK TOTAL	145.99

REPORT FARCHKR
FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Sauk Valley Community College
Check Register
From 09/29/98 to 10/26/98

REP DATE: 10/26/98
TIME: 09:32 AM
PAGE: 36

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
			VENDOR'S	INTERNAL						
G0014399	10/26/98	MONKON Montgomery Kone Inc	757402	10019629	02	541000	530400	7010		607.59
			775893	10019874	02	541000	530400	7010		607.59
CHECK TOTAL										1,215.18
G0014400	10/26/98	MOOMED Moore Medical Corp	9918957	10019718	01	352200	540120	1040		81.34
G0014401	10/26/98	MORSER Morgan Services Inc.	21842	10019621	02	542000	530400	7020		130.76
			17829	10019737	02	542000	530400	7020		110.32
CHECK TOTAL										241.08
G0014402	10/26/98	MOTBRO Mott Bros Company	4371669	10019808	02	541000	540140	7010		114.58
G0014403	10/26/98	MOUELE Mouser Electronics	23224105	10019626	01	333100	540120	1030		138.08
			23219557	10019696	01	333100	540120	1030		50.24
			23219518	10019743	01	333100	540120	1030		471.20
			23234894	10019903	01	333100	540120	1030		184.80
CHECK TOTAL										844.32
G0014404	10/26/98	MUEAUD Mueller Audio Visual	9402	10019843	01	363200	530400	2020		43.75
			7310	10019881	01	363200	530400	2020		32.00
			10587	10019882	01	363200	540410	2020		149.00
CHECK TOTAL										224.75
G0014405	10/26/98	340301821 Murphy, John M	001 1998	10019713	01	511000	520920	8010		929.24

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER VENDOR'S	INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT	
G0014406	10/26/98	NAEIR	NAEIR	F426836A	10019865	050500	414000	540190	6030	25.00	
G0014407	10/26/98	NALCHE	Nalco Chemical Company	1X241	10019746	02	541000	540140	7010	118.20	
G0014408	10/26/98	NASCO	NASCO	947251	10019615	01	335100	540120	1010	619.99	
				979629	10019719	01	352200	540120	1040	135.83	
										CHECK TOTAL	755.82
G0014409	10/26/98	NATCOM	National Computer Systems, Inc	23227730	10019616	01	361000	540120	2080	694.40	
G0014410	10/26/98	NEWSW	Newsweek	10-2-98	10019785	01	326000	540600	1050	741.00	
G0014411	10/26/98	NICOR	Nicor Gas	9500 5 9/4/98	10019500	02	545000	570100	7060	2,002.42	
				9/24/98	10019745	02	545000	570100	7060	65.21	
				9-10-98 4770	10019763	02	545000	570100	7060	12.11	
				9/28/98 1270	10019889	02	545000	570100	7060	79.48	
				9-23-98 1307	10019894	02	545000	570100	7060	54.50	
				9/28/98 6390	10019898	02	545000	570100	7060	228.24	
				10-6-98 9500	10019920	02	545000	570100	7060	1,804.93	
				9-28-98 4770	10019925	02	545000	570100	7060	16.02	
										CHECK TOTAL	4,262.91
G0014412	10/26/98	ONSAT	OnSat Subscription Dept	SUBSCRIPT RENEW	10019799	01	363200	540600	2020	59.95	
G0014413	10/26/98	PWSUP	P & W Supply Co	119521	10019817	02	543000	540140	7030	6.55	
				119522	10019818	02	543000	540140	7030	52.95	
										CHECK TOTAL	59.50

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

FOR DATE 10/26/98
TIME: 09:32 AM
PAGE: 38

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PROG	CHECK AMOUNT
G0014414	10/26/98	PEABU Peabody's Inc	R006342	10019677	02	543000	530400 7030	1,044.75
			R006440	10019679	02	543000	530400 7030	200.33
						CHECK TOTAL		1,245.08
G0014415	10/26/98	PETOFF Peterson Office Service Inc	507096	10019786	01	441100	530200 3020	136.50
G0014416	10/26/98	POLEQU Polo Equipment Company	088825	10019612	02	543000	540140 7030	263.60
			89076	10019781	02	543000	530400 7030	610.94
			88439	10019783	02	543000	530400 7030	83.52
			88865	10019784	02	543000	530400 7030	24.49
						CHECK TOTAL		982.55
G0014417	10/26/98	PUBBRO Public Broadcasting Service	LM1143564	10019840	01	362100	540500 2010	56.20
G0014418	10/26/98	QUILL Quill Corporation	9477138	10019909	01	345100	540120 4020	67.60
			9437034	10019922	01	345100	540120 4020	48.69
			9554944	10019945	02	546000	540110 7080	29.17
					02	542000	540140 7020	29.40
						INVOICE TOTAL		58.57
						CHECK TOTAL		174.86
G0014419	10/26/98	RGRA R-Graphics	335064	10019886	050300	212200	540810 6090	364.44
G0014420	10/26/98	RADLAN Radio Ranch Inc	7234	10019704	02	541000	530400 7010	297.00
G0014421	10/26/98	SAUVALN Sauk Valley Newspapers	10/24/98 LEGAL	10019897	01	110000	540700 8050	41.08

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
G0014422	10/26/98	SAUVALN	Sauk Valley Newspapers	AUG ADS PR	10019614	01	212100	540700	8030	2,071.45
				9/98 RECRUIT	10019627	01	513000	550400	8060	192.60
				RECRUIT 9/98	10019895	01	513000	550400	8060	164.80
										CHECK TOTAL 2,428.85
G0014423	10/26/98	SAXART	Sax Arts & Crafts	0437606	10019734	050600	460500	540900	6050	116.88
G0014424	10/26/98	SBMBUS	SBM Business Equipment Center	250133	10019700	01	520100	530400	8020	100.16
				250132	10019711	01	314000	530400	1090	139.92
				250131	10019801	01	212100	530400	8030	55.00
				250130A	10019834	01	441100	530400	3020	74.25
				118844	10019841	01	341000	530400	2080	145.50
				251658 1	10019924	050600	460500	540900	6050	24.55
				251659 1	10019926	050600	460500	540900	6050	20.02
										CHECK TOTAL 559.40
G0014425	10/26/98	SCHCUS	Scheffler Custom Woodworking	119	10019692	01	513000	580520	8060	580.00
G0014426	10/26/98	SCHHEA	School Health Corporation	425741	10019833	050600	460201	540120	6050	236.86
G0014427	10/26/98	SHAPRE	Shawver Press Inc	179	10019710	01	369000	540110	8080	43.24
				205	10019884	050600	460500	540900	6050	41.07
				205A	10019900	050130	345400	540700	4090	41.07
				210	10019901	01	110000	540110	8050	29.50
				10693	10019907	01	212100	540700	8030	175.00
										CHECK TOTAL 329.88

REPORT FARCHKR
FISCAL YEAR 1999

BANK: 1 Sterling Federal Bank- Ge (cont.)

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

PRINT DATE: 10/20/98
TIME: 09:32 AM
PAGE: 40

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014428	10/26/98	SHEWIL	Sherwin-Williams	8219-5	10019778	03	548000	540140	7090		111.25
G0014429	10/26/98	SHOPAC	Shorr Packaging Corp	CN23606101	10019887	050600	460401	540900	6050		128.40
G0014430	10/26/98	SIMSCH	Simon & Schuster	8248868	10019790	01	362100	540500	2010		448.00
G0014431	10/26/98	SIMPL	Simplex	82911334A	10019608	12	544000	530400	7040		1,650.00
G0014432	10/26/98	SQFHOU	Software House	0043110-IN	10019735	050600	460500	540900	6050		64.95
G0014433	10/26/98	SPRIN	SPRINT	RAJ139800007	10019800	01		130904			416.00
G0014434	10/26/98	STASTR	State Street Bank & Trust Comp	09/15/98-031	10019670	04 04	512040 512040	560400 560300	8020 8020		143,087.51 455,000.00
INVOICE TOTAL											598,087.51
G0014435	10/26/98	STESEC	Stewart Security	35843	10019501	12	544000	530900	7040		845.25
				36001	10019631	12	544000	530900	7040		1,170.75
				36114	10019883	12	544000	530900	7040		840.00
CHECK TOTAL											2,856.00
G0014436	10/26/98	SWAFLO	Swartleys Florist	011566	10019936	01	211000	550900	8010		38.00
G0014437	10/26/98	TSSPD	T's Sports	9382	10019914	050600	460301	540120	6050		1,248.00
G0014438	10/26/98	TCIMED	TCI Media Services	9/98	10019916	01	212100	540700	8030		1,500.00
G0014439	10/26/98	TECTOO	Techni-Tool	797828	10019699	01	333100	540120	1030		423.97
				800874	10019741	01	333100	540120	1030		28.54

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0014439	10/26/98	TECT00	Techni-Tool	801647	I0019760	01	333100	540120	1030	52.59
CHECK TOTAL										505.10
G0014440	10/26/98	TECAID	Techno-Aide Mfg Co, Inc	226616	I0019723	01	352500	540120	1040	48.18
				227356	I0019766	01	352500	540120	1040	12.18
CHECK TOTAL										60.36
G0014441	10/26/98	TEMSPD	Temple's Sporting Goods	64890	I0019671	050600	460204	540120	6050	360.05
G0014442	10/26/98	THERM	Thermogas Company	11654	I0019780	02	541000	540140	7010	21.96
G0014443	10/26/98	TONTEC	Toner Tech Plus	703	I0019489	01	369000	540110	8080	848.15
				711	I0019793	01	369000	540110	8080	359.80
CHECK TOTAL										1,207.95
G0014444	10/26/98	TOTLIN	Total Line Supply Company	91012	I0019498	02	542000	540140	7020	502.75
G0014445	10/26/98	TRICOU	Tri-County Press	8/13/98	I0019622	01	212100	540700	8030	200.00
G0014446	10/26/98	TRIC	Triple C, Inc	2456	I0019655	01	530010	550900	8040	1,183.46
G0014447	10/26/98	USFIL	U S Filter Corporation	0526869	I0019782	01	352100	540120	1040	122.00
G0014448	10/26/98	UNICOM	Unique Computer	47667 S	I0019656	01	333100	580610	1030	2,961.00
						01	332300	580610	1020	2,961.00
INVOICE TOTAL										5,922.00
				40109 S	I0019736	050300	212200	540810	6090	59.90

BANK: 1 Sterling Federal Bank- Ge (cont.)

PRINT DATE: 10/20/98
TIME: 09:32 AM
PAGE: 42

CHECK		PAYEE/VENDOR		INVOICE NUMBER			ORGN	ACCT	PRG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL	FUND					
G0014448	10/26/98	UNICOM	Unique Computer	48288	10019844	01	369000	540110	8080		59.80
				48211 S	10019850	01	332300	540420	1020		4,560.00
				48365 S	10019955	01	363100	540420	2040		1,875.00
CHECK TOTAL											12,476.70
G0014449	10/26/98	UNISO	Unisource	143860	10019653	050300	212200	540810	6090		1,059.19
				143003 00	10019913	050300	212200	540810	6090		1,879.37
CHECK TOTAL											2,938.56
G0014450	10/26/98	UNIASS	United Asset Coverage Inc	981102065	10019956	01	520100	530200	8020		1,788.00
G0014451	10/26/98	UNIPAR	United Parcel Service	618479-408	10019890	01	513000	540430	8060		106.07
G0014452	10/26/98	USPOS	US Postmaster	NO 1099	10019849	01	513000	540430	8060		3,000.00
G0014453	10/26/98	VOLONE	Volleyball One Sales	48602	10019712	050600	460305	540120	6050		416.60
G0014454	10/26/98	VONIND	Vonachen Industrial Supplies	059011	10019630	02	542000	540140	7020		1,719.72
				057201	10019740	02	542000	540140	7020		170.18
				062180	10019744	02	542000	540140	7020		100.62
				056356	10019761	02	542000	540140	7020		15.94
				065134	10019871	02	542000	540140	7020		485.00
				065409	10019892	02	542000	540140	7020		53.70
				065386	10019927	02	542000	540140	7020		12.48
CHECK TOTAL											2,557.64

CHECK NUMBER	DATE	PAYEE/VENDOR NUMBER	NAME	INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK AMOUNT
				VENDOR'S	INTERNAL					
G0014455	10/26/98	WALLEA	Walnut Leader	8/31/98	I0019767	01	212100	540700	8030	13.80
G0014456	10/26/98	WARMUR	Ward, Murray, Pace, & Johnson,	33976-78	I0019669	01	110000	530500	8050	1,687.50
						12	512120	530500	8060	462.50
						12	512120	530500	8060	70.00
							INVOICE TOTAL			2,220.00
				9/98	I0019951	01	110000	530500	8050	1,025.00
						12	514000	530500	8060	1,925.00
							INVOICE TOTAL			2,950.00
							CHECK TOTAL			5,170.00
G0014457	10/26/98	328423343	Warrenfeltz, Roger	OCTOBER 1998	I0019803	02	541000	530400	7010	400.00
G0014458	10/26/98	WGLFM	WGLC FM	80756	I0019667	01	212100	540700	8030	483.16
G0014459	10/26/98	WILLOW	Wilkins-Lowe and Company	17957	I0019663	12	514000	560700	8060	1,800.00
				17818	I0019664	12	514000	560700	8060	750.00
				17817	I0019665	12	514000	560700	8060	2,907.00
				18378	I0019811	01	513000	560700	8060	1,616.00
				18298	I0019813	12	514000	560700	8060	2,001.00
				18286	I0019815	12	514000	560700	8060	1,042.00
						01	513000	560700	8060	4,284.00
							INVOICE TOTAL			5,326.00
				18287	I0019819	12	514000	560700	8060	444.00
						01	513000	560700	8060	135.00
							INVOICE TOTAL			579.00
				18290	I0019822	01	513000	560700	8060	545.00

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

Sauk Valley Community College
Check Register
From 09/29/98 To 10/26/98

RUN DATE 10/26/98
TIME 09:32 AM
PAGE: 44

CHECK NUMBER	DATE	PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK	AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL						
G0014459	10/26/98	WILLOW	Wilkins-Lowe and Company	18289	10019824	12	514000	560700	8060	5,870	00
				18288	10019826	12	514000	520200	8060	3,867	00
				17816A	10019870	01	513000	560700	8060	3,143	00
				18516	10019944	12	514000	560500	8060	1,000	00
CHECK TOTAL										29,404	00
G0014460	10/26/98	WILIND	Willamette Industries Inc	26120240	10019647	01	369000	540110	8080	2,358	80
G0014461	10/26/98	WISTUR	Wisconsin Turf Equipment Corps	749060	10019503	02	546000	580700	7080	2,969	00
				755830	10019742	02	543000	540140	7030	155	91
CHECK TOTAL										3,124	91
G0014462	10/26/98	WIXFM	WIXN FM - WIXN AM	8/31/98	10019651	01	212100	540700	8030	600	00
				9/30/98	10019878	01	212100	540700	8030	319	00
CHECK TOTAL										919	00
G0014463	10/26/98	WLLT	WLLT	8/98	10019649	01	212100	540700	8030	900	00
G0014464	10/26/98	WNSPUB	WNS Pub. News-Sentinel/The Rev	10/31/98	10019937	01	212100	540600	8030	24	00
G0014465	10/26/98	WOLRES	Wolfham Research, Inc	124123	10019496	051500	335310	540420	6090	1,631	00
G0014466	10/26/98	WOLLUM	Wolohan Lumber	139871	10019774	050600	460204	540120	6050	23	60
G0014467	10/26/98	WSDAM	WSDR-AM	8/30/98	10019654	01	212100	540700	8030	550	00
				08/30/98	10019728	01	212100	540700	8030	500	00

CHECK NUMBER	DATE	PAYEE/VENDOR		<--- INVOICE NUMBER --->		FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
		NUMBER	NAME	VENDOR'S	INTERNAL					
G0014467	10/26/98	WSDAM	WSDR-AM	9/27/98	I0019876	01	212100	540700	8030	560.00
				9/27/98 - AM	I0019918	01	212100	540700	8030	550.00
CHECK TOTAL										2,100.00
G0014468	10/26/98	WXLFM	WXLFP-FM-97X	11510	I0019726	01	212100	540700	8030	404.98
G0014469	10/26/98	WZZFM	WZZT-FM	8/30/98	I0019652	01	212100	540700	8030	750.00
				9/27/98	I0019917	01	212100	540700	8030	750.00
CHECK TOTAL										1,500.00
G0014470	10/26/98	XEROX	Xerox Corporation	581891802	I0019680	050200		280200		548.54
						050200	362200	560400	6090	45.57
INVOICE TOTAL										594.11
				581891803	I0019831	050200	362200	280200	6090	138.04
						050200	362200	560400	6090	12.22
INVOICE TOTAL										150.26
				064024174	I0019852	050200	362200	530400	6090	1,073.78
				064307760	I0019853	050200	362200	530400	6090	802.82
				166226453	I0019952	050200	362200	540810	6090	2,056.00
				166289183	I0019953	050200	362200	540810	6090	721.00
				166559276	I0019954	050200	362200	540810	6090	54.00
CHECK TOTAL										5,451.97
G0014471	10/26/98	YOUREF	Youngren's Refrigeration Inc.	15688	I0019855	02	541000	530400	7010	1,307.20

VOID 555+3806

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
Q0003807	09/25/98	331562079	Clodfelter, Pamela J.		10019393	062024	417100	550100	3020		125.47
Q0003808	09/25/98	NACE	National Association of Colleg	MEMBERSHIP DUES	10019396	062024	417100	540110	3020		300.00
Q0003809	09/25/98	ROCRIV3	Rock River Human Resources Pro	98-99 DUES	10019390	062024	417100	540110	3020		20.00
Q0003810	09/25/98	SPRIN	SPRINT	9/16/98	10019392	062050	347200	570500	4090		96.24
Q0003811	09/25/98	STAUNI	State Universities Retirement	9/30/98 P/R	10019395	063020	336400	529990	1030		110.85
						063011	451000	529990	3020		471.17
						062050	347200	529990	4090		72.81
INVOICE TOTAL											654.83
Q0003812	09/25/98	SAUEDU	SVCC Educational Fund	INTFUN PMT 9/98	10019394	063071		250001			42,187.20
						063013		250001			5,352.10
						063014		250001			31,639.06
						062010		250001			6,631.65
INVOICE TOTAL											85,810.01
Q0003813	09/25/98	339449956	Wardell, Leah		10019391	062042	417300	540110	3020		176.89

REPORT FARCHKR
FISCAL YEAR 1999
BANK: 2 Sterling Federal Bank- Re

Santa Valley Community College
Check Register
From 09/29/98 To 10/26/98

TIME: 09:32 AM
PAGE: 48

VOID 3814
CHECK

NUMBER	DATE	PAYEE/VENDOR NUMBER NAME	INVOICE NUMBER VENDOR'S INTERNAL	FUND	ORGN	ACCT	PRDG	CHECK AMOUNT
Q0003815	10/02/98	345386726 Armstrong, Carol	TRAVEL 9/29 10019468	062073	336300	550100	1020	16.25
Q0003816	10/02/98	ATLINF Atlanta Information Services,	4693 10019466	062024	417100	540110	3020	99.00
Q0003817	10/02/98	BLAHAW Black Hawk College	10276LC 10019463	062032	366000	570600	1030	2,750.00
Q0003818	10/02/98	482803780 Bumsted, Jeff	TRAVEL 9/29 10019473	062073	336300	550100	1020	11.70
Q0003819	10/02/98	CONMAN Consolidated Management Co	90325 10019480	062060	329100	550900	1060	75.00
Q0003820	10/02/98	350466006 Hahne, Connie	TRAVEL 9/29 10019470	062073	336300	550100	1020	19.50
Q0003821	10/02/98	323285487 Hall, Doris	10019400	063020	336400	550100	1030	16.25
Q0003822	10/02/98	349244872 Hall, Zollie W.	10019467	062073	336300	550100	1020	38.03
Q0003823	10/02/98	532807714 Hammack, Jim	TRAVEL 9/29 10019474	062073	336300	550100	1020	7.80
Q0003824	10/02/98	337604956 Hurd, Mary Ann	TRAVEL 9/29 10019479	062073	336300	550100	1020	4.55
Q0003825	10/02/98	352487898 Hutchins, Diane	TRAVEL 9/29 10019477	062073	336300	550100	1020	4.55
Q0003826	10/02/98	472507439 Lindahl, Sharon	TRAVEL 9/29 10019471	062073	336300	550100	1020	20.15
Q0003827	10/02/98	322381877 Longfellow, Richard	TRAVEL 9/29 10019476	062073	336300	550100	1020	5.20
Q0003828	10/02/98	480508581 Luker, Neal	TRAVEL 9/29 10019475	062073	336300	550100	1020	21.45
Q0003829	10/02/98	333443764 Mathey, Barbara	TRAVEL 9/29 10019478	062073	336300	550100	1020	26.00

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PRG	CHECK AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL					
Q0003830	10/02/98	PARPRO	Parnassus Production	GALILEO	10019411	062220	329910	530200	4090	1,900.00
Q0003831	10/02/98	360405662	Pasteris, Peter	TRAVEL 9/29	10019469	062073	336300	550100	1020	13.00
Q0003832	10/02/98	525960216	Peterson, Laura		10019481	063044	329600	550100	1060	49.80
Q0003833	10/02/98	SBMBUS	SBM Business Equipment Center	250130	10019482	063011	451000	530400	3020	74.25
Q0003834	10/02/98	325621479	Silvius, Candace S	TRAVEL 9/29	10019472	062073	336300	550100	1020	14.30
Q0003835	10/02/98	UNICOM	Unique Computer	47612 S	10019464	062022	336102	580610	1090	27,300.00
				47693 S	10019465	062022	336102	580610	1090	7,524.99
						062032	366000	580610	1030	14,607.01
INVOICE TOTAL										22,132.00
CHECK TOTAL										49,432.00

Void 3836

Q0003837 10/09/98 Cancelled Check
Q0003838 10/09/98 Cancelled Check
Q0003839 10/09/98 Cancelled Check
Q0003840 10/09/98 Cancelled Check
Q0003841 10/09/98 Cancelled Check
Q0003842 10/09/98 Cancelled Check
Q0003843 10/09/98 Cancelled Check
Q0003844 10/09/98 Cancelled Check
Q0003845 10/09/98 Cancelled Check
Q0003846 10/09/98 Voided Check
Q0003856 10/09/98 Cancelled Check

RUN DATE: 10/20/98
TIME: 09:32 AM
PAGE: 58

CHECK		PAYEE/VENDOR		INVOICE NUMBER		FUND	ORGN	ACCT	PROG	CHECK	AMOUNT
NUMBER	DATE	NUMBER	NAME	VENDOR'S	INTERNAL						
Q0003859	10/09/98	360601700	Dalton, Belinda A.	RETENTION LUNCH	10019576	063011	451000	550900	3020		142.40
				TRVL 9/26-10-1	10019600	063011	451000	550100	3020		270.71
CHECK TOTAL											413.11
Q0003860	10/09/98	INSGLD	Institute for Global Ethics	10/26/ SEMINAR	10019605	062043	214010	550100	8060		4,340.00
Q0003861	10/09/98	352343555	Lovekin, Carol N.	9/28/98 TRAVEL	10019579	063044	329600	550100	1060		55.20
Q0003862	10/09/98	MACZON	Mac Zone	8711337-0101	10019572	063011	451000	540120	3020		152.52
Q0003863	10/09/98	MAEOPP	MAEOPP	1998 CONF	10019566	063011	451000	550100	3020		100.00
Q0003864	10/09/98	337702074	Minson, Charla	10/2/98 CHICAGO	10019574	063011	451000	550900	3020		70.90
Q0003865	10/09/98	NATTEL	National Telelearning Network	EMPL SER98-99	10019504	062073	336300	540420	1020		695.00
Q0003866	10/09/98	PAPDIR	Paper Direct Inc	318895800001	10019570	063011	451000	540110	3020		199.41
Q0003867	10/09/98	STAUNI	State Universities Retirement	10/15/98 P/R	10019507	063020	336400	529990	1030		110.85
						063011	451000	529990	3020		424.31
						062050	347200	529990	4090		72.81
INVOICE TOTAL											607.97
Q0003868	10/09/98	SAUEDU	SVCC Educational Fund	INTERFUN	10019505	062150		250001			614.00
						062250		250001			3,259.60
						063011		250001			28,756.19
						063012		250001			31,017.47
						063041		250001			270.00
						063044		250001			11,962.89
INVOICE TOTAL											75,880.15
BANK TOTAL											224,206.42

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 57

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/03/98	C/D	CHK6374	ED DIVORA		
			452.01 Textbook Sales	85.90	
			452.07 Sales Tax Collected	5.37	
			111.00 Cash in Bank		91.27
09/03/98	C/D	CHK6375	ADRIENNE LEIGH PRINTZ		
			548.03 Miscellaneous Purchases	304.50	
			549.03 Miscellaneous Transportation	12.03	
			111.00 Cash in Bank		316.53
09/03/98	C/D	CHK6376	ESSEX		
			452.22 Discount Computer Sales		2,452.60
			111.00 Cash in Bank	2,452.60	
09/03/98	C/D	CHK6376	CORRECTION		
			452.22 Discount Computer Sales	2,452.60	
			111.00 Cash in Bank		2,452.60
09/03/98	C/D	CHK6376	ESSEX CORRECT ENTRY		
			548.22 Discount Computer Purchase	2,452.60	
			111.00 Cash in Bank		2,452.60
09/03/98	C/D	CHK6377	PROMARK		
			540.00 General Materials & Supplies	359.24	
			111.00 Cash in Bank		359.24
09/03/98	C/D	CHK6378	SBM		
			540.00 General Materials & Supplies	83.20	
			111.00 Cash in Bank		83.20
09/03/98	C/D	CHK6379	MERCURY LUGGAGE		
			548.03 Miscellaneous Purchases	892.80	
			549.02 Supply Transportation	47.28	
			111.00 Cash in Bank		940.08
09/03/98	C/D	CHK6380	AMER CORRECTION ASSOC		
			548.01 Textbook Purchases	279.50	
			549.01 Textbook Transportation	13.50	
			111.00 Cash in Bank		293.00
09/03/98	C/D	CHK6381	ACT CAREER PLANNING		
			548.01 Textbook Purchases	250.00	
			111.00 Cash in Bank		250.00
09/03/98	C/D	CHK6382	ADDISON WESLEY		
			548.01 Textbook Purchases	1,363.50	
			111.00 Cash in Bank		1,363.50
09/03/98	C/D	CHK6382	CORRECTION		
			548.01 Textbook Purchases		0.80
			111.00 Cash in Bank	0.80	

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 52

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/03/98	C/D	CHK6383	ANDERSON PUB		
			548.01 Textbook Purchases	167.60	
			549.01 Textbook Transportation	8.00	
			111.00 Cash in Bank		175.6
09/03/98	C/D	CHK6389	CORRECTION		
			548.02 Supply Purchases	396.37	
			548.01 Textbook Purchases		396.37
09/03/98	C/D	CHK6384	ATLAS PEN		
			548.02 Supply Purchases	293.76	
			549.02 Supply Transportation	22.35	
			111.00 Cash in Bank		316.11
09/03/98	C/D	CHK6385	CEREBELLUM CORP		
			548.21 Computer Software Purchases	72.00	
			549.21 Computer Software Transport	6.20	
			111.00 Cash in Bank		78.2
09/04/98	C/D	CHK6386	DOUGLAS STEWART CO		
			548.21 Computer Software Purchases	811.14	
			111.00 Cash in Bank		811.14
09/04/98	C/D	CHK6387	COLLEGIATE PRESS		
			548.01 Textbook Purchases	53.80	
			549.01 Textbook Transportation	6.21	
			111.00 Cash in Bank		60.01
09/04/98	C/D	CHK6388	DEARBORN PUBL		
			548.01 Textbook Purchases	744.00	
			549.01 Textbook Transportation	29.57	
			111.00 Cash in Bank		773.57
09/04/98	C/D	CHK6389	ENTEC		
			548.01 Textbook Purchases	396.37	
			111.00 Cash in Bank		396.37
09/04/98	C/D	CHK6390	GOODHEART WILLCOX		
			548.01 Textbook Purchases	464.40	
			549.01 Textbook Transportation	14.42	
			111.00 Cash in Bank		478.82
09/04/98	C/D	CHK6391	GOSPEL PUBL HOUSE		
			548.01 Textbook Purchases	131.70	
			549.01 Textbook Transportation	6.52	
			111.00 Cash in Bank		138.22
09/04/98	C/D	CHK6392	HARCOURT BRACE		
			548.01 Textbook Purchases	4,069.29	
			549.01 Textbook Transportation	26.61	
			111.00 Cash in Bank		4,095.90
09/04/98	C/D	CHK6393	HOUGHTON MIFFLIN		
			548.01 Textbook Purchases	14,048.42	
			111.00 Cash in Bank		14,048.42

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 53

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/04/98	C/D	CHK6394	DODGER		
			548.03 Miscellaneous Purchases	813.77	
			549.03 Miscellaneous Transportation	25.03	
			111.00 Cash in Bank		838.80
09/03/98	C/D	CHK6395	CONSOLIDATED FREIGHTWAYS		
			549.01 Textbook Transportation	264.23	
			111.00 Cash in Bank		264.23
09/04/98	C/D	CHK6396	ITP EDUCATION		
			548.01 Textbook Purchases	267.50	
			111.00 Cash in Bank		267.50
09/04/98	C/D	CHK6397	LOGIN BROS BOOK		
			548.01 Textbook Purchases	3,554.14	
			111.00 Cash in Bank		3,554.14
09/04/98	C/D	CHK6398	MCGRAW HILL		
			548.01 Textbook Purchases	4,291.78	
			111.00 Cash in Bank		4,291.78
09/04/98	C/D	CHK6399	MOSBY-YEARBOOK INC		
			548.01 Textbook Purchases	3,353.56	
			111.00 Cash in Bank		3,353.56
09/04/98	C/D	CHK6400	NACSCORP		
			548.01 Textbook Purchases	135.67	
			548.21 Computer Software Purchases	39.60	
			111.00 Cash in Bank		175.27
09/03/98	C/D	CHK6401	NEBRASKA BOOK		
			548.01 Textbook Purchases	121.64	
			548.05 Used Book Purchases	130.32	
			111.00 Cash in Bank		251.96
09/03/98	C/D	CHK6402	PRACTICAL PSYCH PRESS		
			548.01 Textbook Purchases	73.50	
			549.01 Textbook Transportation	6.00	
			111.00 Cash in Bank		79.50
09/03/98	C/D	CHK6403	PRENTICE HALL		
			548.01 Textbook Purchases	513.00	
			549.01 Textbook Transportation	7.94	
			111.00 Cash in Bank		520.94
09/03/98	C/D	CHK6404	PRENTICE HALL		
			548.01 Textbook Purchases	4,065.25	
			549.01 Textbook Transportation	41.98	
			111.00 Cash in Bank		4,107.23
09/03/98	C/D	CHK6405	PRISM MAGNETICS INC		
			548.02 Supply Purchases	11,170.25	
			111.00 Cash in Bank		11,170.25

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 54

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/03/98	C/D	CHK6405	CORRECTION		
			548.02 Supply Purchases		10,000.00
			111.00 Cash in Bank	10,000.00	
09/03/98	C/D	CHK6406	RANDOM HOUSE		
			548.04 Paperback Purchases	369.35	
			548.01 Textbook Purchases	23.77	
			549.04 Paperback Transportation	3.49	
			111.00 Cash in Bank		396.61
09/03/98	C/D	CHK6407	SBM		
			540.00 General Materials & Supplies	150.00	
			111.00 Cash in Bank		150.00
09/03/98	C/D	CHK6408	TECH DIRECTIONS BOOKS		
			548.01 Textbook Purchases	100.52	
			549.01 Textbook Transportation	7.40	
			111.00 Cash in Bank		107.92
09/03/98	C/D	CHK6409	JOHN WILEY & SONS		
			548.01 Textbook Purchases	3,581.00	
			111.00 Cash in Bank		3,581.00
09/04/98	C/D	CHK6410	BEN WINGE		
			452.01 Textbook Sales		77.95
			452.07 Sales Tax Collected		4.87
			111.00 Cash in Bank	82.82	
09/04/98	C/D	CHK6410	CORRECTION		
			452.01 Textbook Sales	77.95	
			452.07 Sales Tax Collected	4.87	
			111.00 Cash in Bank		82.82
09/04/98	C/D	CHK6410	BEN WINGE (CORRECTED)		
			452.01 Textbook Sales	77.95	
			452.07 Sales Tax Collected	4.87	
			111.00 Cash in Bank		82.82
09/08/98	C/D	CHK6411	SETH FREY		
			452.01 Textbook Sales	84.95	
			452.07 Sales Tax Collected	5.31	
			111.00 Cash in Bank		90.26
09/08/98	C/D	CHK6412	JEREMY LONG		
			452.01 Textbook Sales	117.90	
			452.07 Sales Tax Collected	7.37	
			111.00 Cash in Bank		125.27
09/08/98	C/D	CHK6413	ERIC VANDERSNICH		
			452.01 Textbook Sales	67.95	
			452.07 Sales Tax Collected	4.25	
			111.00 Cash in Bank		72.20

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 55

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/19/98	C/D	CHK6414	IL DEPT OF REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	13,874.00	13,874.00
09/22/98	C/D	CHK6415	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	533.34	533.34
09/22/98	C/D	CHK6416	CONSOLIDATED FREIGHT 549.01 Textbook Transportation 111.00 Cash in Bank	210.23	210.23
09/22/98	C/D	CHK6417	ALZHEIMER'S ASSOC 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	280.00 10.28	290.28
09/23/98	C/D	CHK6417	ALZHEIMER'S 6420 111.00 Cash in Bank	0.00	
09/23/98	C/D	CHK6417	CONSOLIDATED MANAGEMENT 548.32 Meal Ticket 111.00 Cash in Bank	280.00	280.00
09/23/98	C/D	CHK6418	ACT 548.04 Paperback Purchases 111.00 Cash in Bank	16.50	16.50
09/23/98	C/D	CHK6419	ADDISON WESLEY LONGMAN 548.01 Textbook Purchases 111.00 Cash in Bank	17,551.50	17,551.50
09/23/98	C/D	CHK6420	ALZHEIMER'S see #6417 111.00 Cash in Bank	0.00	
09/24/98	C/D	CHK6421	AMSCO SCHOOL PUBLICATION 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	82.00 4.10	86.10
09/24/98	C/D	CHK6422	APPRAISAL INSTITUTE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	198.00 7.97	205.97
09/24/98	C/D	CHK6423	ATAPCO OFFICE PRODUCTS 548.02 Supply Purchases 111.00 Cash in Bank	109,304.00	109,304.00
09/24/98	C/D	CHK6423	CORRECTION 111.00 Cash in Bank 548.02 Supply Purchases 548.02 Supply Purchases 111.00 Cash in Bank	109,304.00 1,093.04	109,304.00 1,093.04

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 56

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/24/98	C/D	CHK6424	BIO CAM COMMUNICATIONS		
			548.02 Supply Purchases	135.00	
			549.02 Supply Transportation	10.00	
			111.00 Cash in Bank		145.00
09/24/98	C/D	CHK6425	VOID		
			111.00 Cash in Bank	0.00	
09/24/98	C/D	CHK6426	CHANNELBIND CORP		
			548.02 Supply Purchases	597.00	
			549.02 Supply Transportation	35.98	
			111.00 Cash in Bank		632.98
09/24/98	C/D	CHK6427	DOVER		
			548.01 Textbook Purchases	278.00	
			549.01 Textbook Transportation	7.97	
			111.00 Cash in Bank		285.97
09/24/98	C/D	CHK6428	ED FOUNDATION OF NRA		
			548.01 Textbook Purchases	700.00	
			549.01 Textbook Transportation	14.44	
			111.00 Cash in Bank		714.44
09/24/98	C/D	CHK6429	ENGLEWOOD ELECTICAL SUPP		
			548.01 Textbook Purchases	500.00	
			549.01 Textbook Transportation	9.28	
			111.00 Cash in Bank		509.28
09/24/98	C/D	CHK6430	GOODHEART WILLCOX		
			548.01 Textbook Purchases	61.92	
			549.01 Textbook Transportation	4.10	
			111.00 Cash in Bank		66.02
09/24/98	C/D	CHK6431	HARCOURT BRACE		
			548.01 Textbook Purchases	9,933.38	
			549.01 Textbook Transportation	44.00	
			111.00 Cash in Bank		9,977.38
09/24/98	C/D	CHK6432	HIGHLAND COLLEGE BKSTORE		
			548.01 Textbook Purchases	62.15	
			111.00 Cash in Bank		62.15
09/24/98	C/D	CHK6433	HOUGHTON MIFFLIN		
			548.01 Textbook Purchases	5,575.47	
			111.00 Cash in Bank		5,575.47
09/24/98	C/D	CHK6434	ITP ED		
			548.01 Textbook Purchases	10,769.25	
			111.00 Cash in Bank		10,769.25
09/24/98	C/D	CHK6435	ITP ED		
			548.01 Textbook Purchases	29,048.25	
			549.01 Textbook Transportation	145.16	
			111.00 Cash in Bank		29,193.41

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 57

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/24/98	C/D	CHK6436	JBH TECH		
			548.01 Textbook Purchases	469.50	
			549.01 Textbook Transportation	22.00	
			111.00 Cash in Bank		491.50
09/24/98	C/D	CHK6437	LAB VOLT		
			548.01 Textbook Purchases	144.00	
			549.01 Textbook Transportation	5.81	
			111.00 Cash in Bank		149.81
09/24/98	C/D	CHK6438	LOGIN BROTHERS BOOK CO		
			548.01 Textbook Purchases	1,719.35	
			548.04 Paperback Purchases	130.28	
			540.00 General Materials & Supplies	25.00	
			111.00 Cash in Bank		1,874.63
09/24/98	C/D	CHK6439	MACMILLAN PUBLISHING		
			548.01 Textbook Purchases	0.60	
			549.01 Textbook Transportation	25.56	
			111.00 Cash in Bank		26.16
09/24/98	C/D	CHK6440	MC GRAW HILL		
			548.01 Textbook Purchases	9,759.61	
			549.01 Textbook Transportation	26.43	
			111.00 Cash in Bank		9,786.04
09/24/98	C/D	CHK6441	MC GRAW HILL		
			548.01 Textbook Purchases	2,875.50	
			111.00 Cash in Bank		2,875.50
09/24/98	C/D	CHK6442	MC GRAW HILL		
			548.01 Textbook Purchases	18.62	
			548.04 Paperback Purchases	58.00	
			548.01 Textbook Purchases	7.04	
			111.00 Cash in Bank		83.66
09/24/98	C/D	CHK6443	MC GRAW HILL		
			548.01 Textbook Purchases	4,005.94	
			549.01 Textbook Transportation		70.58
			111.00 Cash in Bank		3,935.36
09/24/98	C/D	CHK6444	MC GRAW HILL		
			548.01 Textbook Purchases	4,329.20	
			549.01 Textbook Transportation		64.93
			111.00 Cash in Bank		4,264.27
09/24/98	C/D	CHK6445	MC GRAW HILL		
			548.01 Textbook Purchases	4,960.00	
			549.01 Textbook Transportation		74.40
			111.00 Cash in Bank		4,885.60
09/24/98	C/D	CHK6446	MONA GROUP		
			548.21 Computer Software Purchases	209.65	
			549.21 Computer Software Transport	4.47	
			111.00 Cash in Bank		214.12

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 58

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/24/98	C/D	CHK6447	MORTON PUBL		
			548.01 Textbook Purchases	430.80	
			549.01 Textbook Transportation	9.38	
			111.00 Cash in Bank		440.18
09/24/98	C/D	CHK6448	MOSBY-YEAR BOOK		
			548.01 Textbook Purchases	1,776.71	
			548.21 Computer Software Purchases	54.34	
			549.01 Textbook Transportation	65.55	
			549.21 Computer Software Transport	3.21	
			111.00 Cash in Bank		1,899.81
09/24/98	C/D	CHK6449	NACSCORP		
			548.04 Paperback Purchases	14.97	
			548.21 Computer Software Purchases	297.76	
			111.00 Cash in Bank		312.73
09/24/98	C/D	CHK6450	NEBRASKA BOOK		
			548.05 Used Book Purchases	900.30	
			549.05 Used Book Transportation	316.50	
			111.00 Cash in Bank		1,216.80
09/24/98	C/D	CHK6451	W W NORTON		
			548.01 Textbook Purchases	106.50	
			549.01 Textbook Transportation	33.01	
			111.00 Cash in Bank		139.51
09/24/98	C/D	CHK6452	PARKER HANNIFIN		
			548.01 Textbook Purchases	194.00	
			549.01 Textbook Transportation	5.65	
			111.00 Cash in Bank		199.6
09/24/98	C/D	CHK6453	PPCT MGT SYSTEMS		
			548.01 Textbook Purchases	65.15	
			549.01 Textbook Transportation	6.81	
			111.00 Cash in Bank		71.96
09/24/98	C/D	CHK6454	PRACTICAL PSYCH PRESS		
			548.01 Textbook Purchases	105.00	
			549.01 Textbook Transportation	9.00	
			111.00 Cash in Bank		114.00
09/24/98	C/D	CHK6455	PRENTICE HALL		
			548.01 Textbook Purchases	15,704.80	
			549.01 Textbook Transportation	51.16	
			111.00 Cash in Bank		15,755.96
09/24/98	C/D	CHK6456	QUALITY RESOURCES		
			548.01 Textbook Purchases	246.00	
			549.01 Textbook Transportation	14.20	
			111.00 Cash in Bank		260.20

Oct 7, 1998
5:36 pm

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1998 to September 30, 1998)

Page 59

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/24/98	C/D	CHK6457	RANDOM HOUSE		
			548.01 Textbook Purchases	24.75	
			549.01 Textbook Transportation	3.38	
			111.00 Cash in Bank		28.13
09/24/98	C/D	CHK6458	SIMON & SCHUSTER		
			548.01 Textbook Purchases	1,104.00	
			549.01 Textbook Transportation	29.05	
			111.00 Cash in Bank		1,133.05
09/24/98	C/D	CHK6459	SPRINGHOUSE		
			548.04 Paperback Purchases	171.90	
			549.04 Paperback Transportation	10.13	
			111.00 Cash in Bank		182.03
09/24/98	C/D	CHK6460	STAYWELL		
			548.01 Textbook Purchases	200.00	
			549.01 Textbook Transportation	6.46	
			111.00 Cash in Bank		206.46
09/24/98	C/D	CHK6461	TEL-A-TRAIN		
			548.01 Textbook Purchases	262.50	
			549.01 Textbook Transportation	10.89	
			111.00 Cash in Bank		273.39
09/24/98	C/D	CHK6462	TOWNSEND PRESS		
			548.01 Textbook Purchases	117.00	
			549.01 Textbook Transportation	5.30	
			111.00 Cash in Bank		122.30
09/24/98	C/D	CHK6463	JOHN WILEY		
			548.01 Textbook Purchases	990.00	
			549.01 Textbook Transportation	60.00	
			111.00 Cash in Bank		1,050.00
09/30/98	C/D	CHK6463	CORRECTION		
			549.01 Textbook Transportation	0.50	
			111.00 Cash in Bank		0.50
09/29/98	C/D	CHK6464	DAHLSTROM & CO		
			548.04 Paperback Purchases	64.39	
			111.00 Cash in Bank		64.39
09/29/98	C/D	CHK6465	CON-WAY		
			549.01 Textbook Transportation	55.54	
			111.00 Cash in Bank		55.54
			***** Report Total	195,187.77	195,187.77