

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

February Meeting

held March 1, 1999

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** **January 31, 1999** **\$157,333.99**
 February 15, 1999 **\$170,991.31**
 - 5. Budget Report**
 - 6. Health/Life Insurance Report**
 - 7. Work Force Councils**
- E. President's Report**
 - 1. Monthly Policy Reviews - 401.01, 402.01, 403.01, 403.02**
 - 2. Enrollment Update (attached)**
 - 3. American High School Mathematics Association (attached)**
 - 4. Health Careers Graduates (attached)**
 - 5. Illinois State Scholars (attached)**
 - 6. Marketing Plan Update (attached)**
 - 7. Career Fair (attached)**
 - 8. SVCC Art Students (attached)**
 - 9. University of Illinois and Northern IL University Transfers (attached)**
 - 10. Pre-payment Tuition Report (attached)**
 - 11. Financial Aid Awareness (attached)**
 - 12. New Financial Reporting**
 - 13. Northwest ICCTA Meeting**
 - 14. Region IV Basketball Tournament**
 - 15. Position Updates**
 - 16. Sabbatical Leave Report - Ralph Pifer**

F. Financial Reports and Actions

Architectural Firm Selection

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

H. Personnel

- 1. Faculty Term Appointments**
- 2. Faculty Continuing Appointments**
- 3. Faculty Promotions**
- 4. Faculty New Continuing Appointments (tenure)**
- 5. Part-time Instructors**
- 6. Sabbatical Leave Request**
- 7. Early Retirement Request**

I. Other

- 1. April Special Meeting Date to Canvass Election Results**
- 2. Board Policy 104.01E (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

March 22, 1999

April 26, 1999

May 24, 1999

ICCTA Monthly Meetings

March 13, 1999
Midland Hotel, Chicago

Nothing Scheduled

May 5, 1999 - Lobby Day
Renaissance Hotel, Springfield



815 / 288-5511

Sauk Valley Community College

173 IL ROUTE 2
DIXON, IL 61021-9112

Office of the Secretary to the
SVCC Board of Trustees

February 15, 1999

PUBLIC NOTICE OF MEETING

This is to provide public notice of the following meeting associated with the Sauk Valley Community College Board of Trustees:

WHO: Board of Trustees, District #506

WHEN: *Monday, March 1, 1999

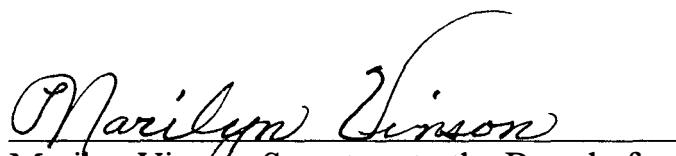
TIME: 7:00 p.m.

WHERE: Third Floor Board Room

TYPE: Open

PURPOSE: Regular Monthly Meeting

AGENDA: TBA



Marilyn Vinson
Marilyn Vinson, Secretary to the Board of
Trustees, District #506

*Regular meeting scheduled for
February 22, 1999 has been canceled.

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

February Meeting

March 1, 1999

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on March 1, 1999 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Tom Jensen
William Simpson	Robert Thompson
William Yemm	B.J. Wolf
Jeri Anne Hose	

Absent: Richard Groharing

SVCC Staff: President Richard L. Behrendt
Attorney Jim Bergman
Vice President Joan Kerber
Acting Vice President Jack Murphy
Acting Vice President Jim Teghtmeyer
Secretary to the Board Marilyn Vinson

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

**President's
Report:** Heard President Behrendt report that enrollment had stabilized with the addition of late starting classes, that Sauk had once again hosted the American High School Mathematics examination, that the 1998 graduates of the Health Career Programs continued their tradition of performing well on their registry and licensing exams, that to date 25 students have utilized their Illinois State Scholarship awards from Sauk, that the College is accomplishing the strategies outlined in the Marketing Plan, that the College Career Fair will be held in March, that two art students had sculptures accepted for the ICCB Art Exhibit, that reports received from the University of Illinois and NIU indicate that Sauk students

continue to score high on their transfer records, that a total of 42 students utilized Sauk's tuition pre-payment option, that Sauk had participated in Financial Aid Awareness Month, that the Business Office had developed new financial reporting documents, that Sauk had hosted the NWICCTA in February, and that the Region IV Basketball Tournament will be held at Sauk again this year. Dr. Behrendt then updated the Board on the various staff vacancies and introduced Ralph Pifer, Associate Professor Psychology, who reported on his recent Sabbatical Leave.

Architectural Firm Selection: It was moved by Member Andersen and seconded by Member Hose that the Board approve the appointment of Burnridge Cassell Associates of Elgin, IL as College architects, effective March 1, 1999. 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. 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 8:05 p.m.

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

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

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

Page #3
February Meeting Held
March 1, 1999

Judy Anderson	Assistant Professor to Associate Professor
Jerry Frana	Assistant Professor to Associate Professor
Judy Hill	Instructor to Assistant Professor
Mary Lou Kidder	Assistant Professor to Associate Professor
Patrick Land	Instructor to Assistant Professor
Kevin Megill	Assistant Professor to Associate Professor

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

New Continuing Appointments (Tenure): It was moved by Member Jensen and seconded by Member Andersen that the Board approve the new continuing appointments (tenure) as presented for the 19999-2000 year. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Part-time Instructors: It was moved by Member Andersen and seconded by Member Jensen that the Board approve the part-time instructors as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Sabbatical Leave Request: It was moved by Member Wolf and seconded by Member Thompson that the Board approve the Sabbatical Leave request from Steve Shaff for the 2000 spring semester. In a roll call vote, all voted aye. Motion carried. Student Trustee Hose advisory vote: aye.

Early Retirement Request: It was moved by Member Thompson and seconded by Member Andersen that the Board approve the early retirement request from Jean Cogdall, Professor of Electronics, effective May, 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Special Meeting Date: Discussion was held on a special meeting date for the Board to canvass the April 13th Board of Trustees election. It was moved by Member Wolf and seconded by Member Jensen that the Board set the special meeting date of April 15, 1999 at 12:30 p.m. to canvass the Trustee election. In a roll call vote, all voted aye. Motion carried.

Page #4
February Board Meeting
Held March 1, 1999

Board Policy 104.01 Revision: It was moved by Member Andersen and seconded by Member Thompson that the Board approve the attached changes (first reading) to Board Policy 104.01 Adopting, Rescinding and Revising Board Policies. In a roll call vote, all voted aye. Motion carried. Student Trustee Leake advisory vote: aye.

Reports: Student Trustee Leake reported on the Blizzard of Bucks game show, the Student Government billiards tournament, the WISDOM conference at WIU, the Value Leadership conference at NIU, Phi Theta Kappa activities, the ski trip and Magician John Hopkins sponsored by Student Activities, the "Pursuit of Happiness" panel discussion hosted by PTK, that try-outs were being held for "Arsenic and Old Lace" to be presented on April 22 through 25, that a Swing Dance Club has been approved by the SGA, that PTK is fundraising to attend their annual convention to be held in California, that SGA is undergoing intensive leadership training, that German students from Dixon's Sister City will be visiting the Sauk campus in April, and that Spring Fever week in April will include a three-on-three basketball tournament and a dance.

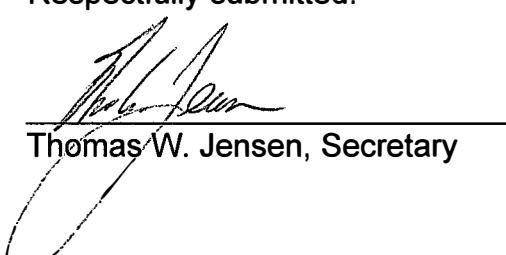
ICCTA Representative Wolf reminded the Trustees of the March ICCTA meeting to be held in Chicago on March 12 and 13 and asked the Trustees to notify Chair Groharing if they would be interested in serving as the ICCTA Representative for Sauk.

Foundation Liaison Yemm reported that the Foundation would be meeting on Tuesday, March 2, 1999.

Adjournment: Since the scheduled business was completed, it was moved by Member Hose and seconded by Member Wolf that the Board adjourn. The next regular meeting will be held on March 22, 1999 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 8:50 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary

For February Board Meeting
Held March 1, 1999

Agenda Item D-7

WORK FORCE COUNCILS

The attached Work Force Councils are submitted for Board approval.

RECOMMENDATION: Board approval of the Work Force Councils as presented.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

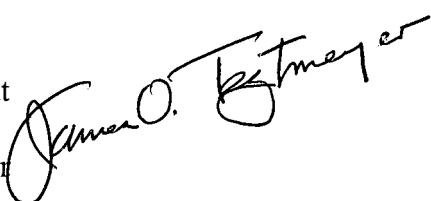
MEMORANDUM

TO: Richard L. Behrendt

FROM: James O. Tegtmeyer

DATE: February 22, 1999

SUBJECT: Workforce Councils



The attached Workforce Council lists are forwarded for your approval and presentation, if you concur, to the Board of Trustees.

This compilation was initiated by Phil Gover and the final product reflects the work of Judy Scribner.

n

attachments

SAUK VALLEY COMMUNITY COLLEGE
HUMAN SERVICES
WORKFORCE COUNCIL 1999-2000

Bob Bartles.....	Kreider Services, Inc. 500 Anchor Road Dixon, IL 61021 Term Expires: December 2002
Paula Drane.....	Director, SVCC Child Care Center Term Expires: December 1999
Sandra Julifs.....	Director, Tri-County Opportunities Council 405 Emmons Avenue Rock Falls, IL 61071 Term Expires: December 2002
Jean McKeough Mlsna.....	American Health Enterprises 501 West Sixth Street Lyndon, IL 61261 Term Expires: December 2000
John L. Stern.....	Self Help Enterprises 2300 W. LeFevre Road Sterling, IL 61081 Term Expires: December 1999
Connie Swanson.....	Director, Helping Hands Day Care 1813 Second Avenue Sterling, IL 61081 Term Expires: December 1999

Spring 1999

SAUK VALLEY COMMUNITY COLLEGE
CRIMINAL JUSTICE
WORKFORCE COUNCIL 1999-2000

Tim Bivens	Lee County Sheriff 122 West 3rd Dixon, IL 61021 Term Expires: December 2002
Rolfe Ehrmann.....	Attorney 215 East First Street Dixon, IL 61021 Term Expires: December 2002
Terry Holbrook	Part-time Instructor, SVCC 401 North Division Avenue Polo, IL 61064 Continuing Appointment
Ronald Potthoff.....	Chief Sterling Police Department 212 Third Avenue Sterling, IL 61081 Term Expires: December 1999
Roger Schipper	Whiteside County Sheriff 400 North Cherry Morrison, IL 61270 Term Expires: December 2000
Dennis Schumacher.....	Attorney 111 East Hitt Street Mt. Morris, IL 61054 Term Expires: December 1999
Gary L. Spencer.....	Whiteside State's Attorney 200 East Knox Morrison, IL 61270 Term Expires: December 2000
Harry Ulferts.....	Part-time Instructor, SVCC Palmyra Road Dixon, IL 61021 Continuing Appointment

Spring 99

SAUK VALLEY COMMUNITY COLLEGE
ADN - LPN - CNA
WORKFORCE COUNCIL 1999-2000

Kathy Bubbers, R.N. Director of Public Health
Nursing
Whiteside County Health Dept.
18925 Lincoln Road
Morrison, IL 61270
Term Expires: December 2001

Nancy Granberry, R.N. Vice President of Nursing
Services
CGH Medical Center
100 East LeFevre
Sterling, IL 61081
Term Expires: December 1999

Carol Gugerty, R.N. KSB Hospital
403 East First Street
Dixon, IL 61021
Term Expires: December 1999

Sylvia E. Montavon. Administrator
Heritage Square
620 North Ottawa
Dixon, IL 61021
Term Expires: December 2000

Lana Pogliano, R.N. Director of Nursing
Prairie View Nursing Home
Princeton, IL 61356
Term Expires: December 2001

Betty Redmond, R.N. Administrator
Greenfield
508 Park Avenue East
Princeton, IL 61356
Term Expires: December 1999

Judy Repass, R.N. SVCC Graduate
805 Regan Road
Rock Falls, IL 61071
Term Expires: December 2000

Martha Smith, L.P.N. SVCC Graduate
404 Portland Avenue
Morrison, IL 61270
Term Expires: December 1999

Diana Durwood, R.N. Whiteside Area Vocational Center
1608 Fourth Avenue
Sterling, IL 61081
Term Expires: December 2000

**SAUK VALLEY COMMUNITY COLLEGE
CLINICAL LABORATORY SCIENCE
WORKFORCE COUNCIL 1999-2000**

Dr. Salvatore Borja	Pathologist Samaritan Health Systems 1410 North Fourth Street Clinton, IA 52732 Continuous Appointment
Bill Brady.....	Clinical Laboratory Director Medical Arts Clinic 102 South Hennepin Dixon, IL 61021 Term Expires: December 2000
Frank Cahill	Medical Biology Instructor Dixon High School Dixon, IL 61021 Term Expires: December 1999
Dr. Tiem Lie.....	Pathologist KSB Hospital 403 South First Street Dixon, IL 61021 Continuous Appointment
Dr. Reda Salama	Pathologist KSB Hospital Dixon, IL 61021 Continuous Appointment
Louise Schafer, M.T.....	Medical Technologist KSB Hospital Dixon, IL 61021 Term Expires: December 1999
Dick Schultz	Lab Director Medical Arts Clinic 102 South Hennepin Dixon, IL 61021 Term Expires: December 1999

Spring 1999

SAUK VALLEY COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
WORKFORCE COUNCIL 1999-2000

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

Spring 1999

**SAUK VALLEY COMMUNITY COLLEGE
BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1999-2000**

ACCOUNTING

James Boesen.....	Northwestern Steel and Wire 121 Wallace Sterling, IL 61081 Term Expires: December 2000
Sharon Boyles, CPA	Lindgren, Callihan, Van Osdol and Company 403 East Third Street Sterling, IL 61081 Term Expires: December 2001
Janis C. Card, CPA	Janis C. Card, CPA P.O. Box 193 501 East 4th Street Sterling, IL 61081 Term Expires: December 1999

COMPUTER INFORMATION SYSTEMS

Robert Logsdon	Raynor Manufacturing Co. East River Road Dixon, IL 61021 Term Expires: December 1999
Kerry Tumelson.....	Raynor Manufacturing Co. East River Road Dixon, IL 61021 Term Expires: December 1999
Roland Salas	National Manufacturing Company 1 First Avenue Sterling, IL 61081 Term Expires: December 2000

MARKETING, MANAGEMENT, RETAILING

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

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1999-2000**

page 2

Kathy Velazquez	Wal-Mart Super Center 4115 East Lincolnway Sterling, IL 61081 Term Expires: December 2000
Curt Wittrock	J. C. Penney 2900 East Lincolnway Sterling, IL 61081 Term Expires: December 2001

OFFICE AND ADMINISTRATIVE SERVICES

Karin Hermann Floto	Illinois Department of Corrections 2600 North Brinton Avenue Dixon, IL 61021 Term Expires: December 2001
Robert Gemeny	Rock Falls Township High School 101 12th Avenue Rock Falls, IL 61071 Term Expires: December 2000
Mary Ann Hurd	Whiteside Area Vocational Center 1608 Fifth Avenue Sterling, IL 61081 Term Expires: December 1999
Rebecca S. Schmidt.....	Secretary, Sauk Valley Community College Term Expires: December 2001

ELECTRONICS

Chris Davis	Motorola 716 North Galena Avenue Dixon, IL 61021 Term Expires: December 1999
Richard Linville	Sauk Valley Systems, Inc. P.O. Box 1013 318 1st Avenue Sterling, IL 61081 Term Expires: December 2001

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1999-2000**

page 3

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

HEATING/AIR CONDITIONING/REFRIGERATION/QUALITY CONTROL

Kelly T. Babin..... Stewart Beverages
1307 Fourth Street
P.O. Box 759
Sterling, IL 61081
Term Expires: December 2001

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

Don Ebenezer..... Wahl Clipper Corporation
2900 North Locust
Sterling, IL 61081
Term Expires: December 2001

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

Mike Hosler Hosler's Appliance Repair
212 Sixth Avenue
Rock Falls, IL 61071
Term Expires: December 2001

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

MACHINE TOOL

John Martin Products Unlimited Corporation
2804 West LeFevre Road
Sterling, IL 61081
Term Expires: December 2001

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

**BUSINESS AND TECHNOLOGY
WORKFORCE COUNCILS 1999-2000**

page 4

MECHANICAL DESIGN/CAD

Randy Boonstra	National Manufacturing Co. 1 First Avenue Sterling, IL 61081 Term Expires: December 2000
Foster Fike	Reliant Fasteners 201 East 2nd Street Rock Falls, IL 61071 Term Expires: December 1999
Tom Rich	Borg Warner 1700 Franklin Grove Road Dixon, IL 61021 Term Expires: December 1999
Greg Wahl	Wahl Clipper Corporation 2900 Locust Road Sterling, IL 61081 Term Expires: December 2000

Spring 1999

401.01 Personnel Classifications and DefinitionsDefinitions

1. Contractual Employee - Contractual employees are hired by the Board of Trustees for a specific period of time to carry out the objectives of the special projects funded in whole or in part by an external agency for a specific and restricted purpose without obligation on the part of the college or expectations that the college will continue the employment beyond the terms of the contract. These employees will not have academic rank, but shall be entitled to salaries and benefits as specified by the Board of Trustees in a salary plan developed for use in their special circumstance. Contractual employees may include personnel in any classification: administrative, professional/technical, faculty, support, or any other classifications used at the College.

Continued employment shall be subject to a positive annual evaluation and the continued funding of the position in the project or program for which they were hired. Said employees shall not be eligible for tenure.

If the Board and/or the external agency shall determine that it is necessary to discontinue a project or program, written notice of termination of employment shall be given to all affected employees. Such termination shall be effective at the close of the project or program as determined by the Board of Trustees and/or the external agency.

2. Full-time Employees - Employees who work a full 40 hour week as in the case of support and professional/technical staff or full load as defined by a given administrative or instructional position.

3. Part-time Employees - Persons working less than a full workload as outlined in a written work agreement are considered part-time. Faculty who teach fewer than six (6) credit hours shall be considered part-time for the purposes of 401.01 (B) (3).

4. Permanent Employee - A permanent employee is a full-time or part-time employee who works on a continuing basis through the academic or calendar year.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and may be terminated at any time. Temporary appointments are for periods of less than one year.

6. Term Employee - A term employee is appointed for a specific period of time, normally for one year. Such appointments automatically expire at the end of the agreed term.

7. Tenured Employee - A tenured employee is one who has been granted tenure. Tenure applies to all full-time faculty members employed by the institution when qualified as provided by the tenure provision of the Illinois Public Community College Act (Article IIIB) and is not related to a specific position.

However, any instructional faculty member having the status of tenure whose position is changed must be classified and paid for his/her new position at not less than the highest level of classification commensurate with his/her academic credentials and experience.

For purposes of the Illinois Collective Bargaining Act, the following definitions shall apply:

1. Confidential Employee - Any employee who, a) in the regular course of his/her duties assists, and acts in a confidential capacity to persons who formulate, determine, and effectuate management policies with regard to labor relations or who, b) in the regular course of his/her duties has access to information relating to the effectuation or review of the employer's collective bargaining policies.

2. Managerial Employee - An individual who is engaged predominantly in executive and management functions and is charged with the responsibility of directing and effectuation of such management policies and practices.

3. Part-Time Employee - Part-time academic employees shall be defined as those employees who provide fewer than six (6) credit hours of instruction per academic semester.

4. Professional Employee - An employee engaged in work a) predominantly intellectual and varied in character as opposed to routine, mental, manual, mechanical, or physical; b) involving consistent exercise of discretion and judgement in its performance; c) of such a character that the output produced or the result accomplished, cannot be standardized in relation to a given period of time; and d) requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study.

5. Temporary (short-term) Employee - An employee appointed for a short period of time and who may be terminated at any time. Temporary appointments are for periods of less than one year.

Classifications

The College staff is made up of the following personnel classifications or categories:

1. Administrative Personnel - Administrators are 12 month full-time professional staff members whose primary duties are managerial and supervisory in nature. Administrators are managerial and confidential employees pursuant to Section 401.01 (B) (1) (2). Duties are those described, *inter alia*, in policy 203.01.

2. Support Staff - Support staff include all clerical and maintenance personnel. Some support staff are confidential employees as defined by 201.01 (B) (1).

3. Instructional Faculty - All staff members whose primary duties are instructional and instructional support. Such persons are professional employees as defined in 401.01 (B) (4).

4. Professional/Technical Staff - Professional/technical staff are those who work under the supervision of a professional staff member or an administrator. Such persons may be a confidential employee, depending upon the responsibility of the position.

2/12/79

12/19/83

3/23/87

11/28/94

402.01 Academic Freedom

It is the policy of Sauk Valley Community College to maintain and encourage an atmosphere of freedom in teaching commensurate with the responsibility which each instructor must assume. The College believes that creative scholarship can thrive only in an atmosphere where there is freedom for examination of ideas. Such freedom includes the right to investigate problems, and to evaluate and question accepted theories. It carries with it the responsibility to offer alternative solutions in an unbiased manner and to develop in students the habit of independent investigation.

The protection of the prerogative of academic freedom requires a conscientious, responsible staff. Professional staff members should uphold the dignity of the College in all their activities; set an example of integrity, tolerance and decency for their students; and maintain high standards of scholarship and personal conduct.

3/23/81

3/23/87

403.01 Affirmative Action

Sauk Valley Community College shall utilize Affirmative Action as required by law. The College has adopted an Affirmative Action Plan. Copies of this document are available in the Learning Resource Center, in the Counseling Center, and in the office of the Affirmative Action Officer.

The Sauk Valley Community College Affirmative Action Plan contains a grievance procedure that any employee, employment applicant, student, or student applicant may obtain by contacting the Affirmative Action Officer.

2/12/79

3/23/87

8/26/91

8/23/93

1/26/98

403.02 Non-Discrimination in Employment and Student Relations

Sauk Valley Community College is an equal opportunity employer and is committed to an effective policy of non-discrimination and equal opportunity in all employee and student relations. No qualified employee or student shall be excluded from employment or educational opportunity, be denied benefits, or be subjected to discrimination on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, military status or unfavorable discharge from military service classified as Re-3 or the equivalent thereof, except to the extent and subject to the exemptions permitted by law.

1/26/98

OFFICE OF GRANTS, PLANNING, AND INSTITUTIONAL RESEARCH

Sauk Valley Community College

Harry Cottrell, Director

To: Dr. Richard Behrendt
From: Harry S. Cottrell
Date: February 10, 1999
Subject: Late starting classes, advertising, enrollments

I have reviewed the enrollment numbers for prior to, and after, the recent advertising efforts for the late starting classes for Spring Term, 1999.

During this time period we increased 103 students and 481 credit hours. This compares favorably with Spring 1998, when we gained 30 students and 123 credit hours over the same time period. These recent enrollments have lessened our decline for Spring 1999 versus Spring 1998. We were down 4.1% in headcount, prior to the advertising efforts, now we are down only 1.7%; we were down 2.3% in credit hours, now we are down only 0.4%.

In relation to Fall 1998, it appears that we have begun to turn the enrollment decline around. After the fourth week of Fall 1998, our enrollments were down, versus Fall 1997, 5.5% in headcount and 5.3% in credit hours. This had led us to anticipate a 5% decline for Spring 1999. Spring usually follows the pattern set in the Fall, as the number of potential students to be retained is established with the Fall enrollments.

Obviously, I cannot demonstrate a causal relationship between the late starting classes advertising efforts and enrollment increases; it could just be a coincidence. However, the enrollment picture is brighter than a few weeks ago, and much brighter than last Fall. I have to believe that a lot of hard work on the part of Instruction and Student Services, as well as my staff in College Relations, is paying dividends. We now have to maintain these efforts.

Cc: Dr. Joan Kerber
Dr. Jim Tegtmeyer
Mr. Jack Murphy

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: February 11, 1999

TO: Dr. Richard Behrendt

FROM: James Tegtmeyer

RE: American High School Mathematics Examination

Attached is a memo from Steve Shaff with information about this year's American High School Mathematics Examination. Will Engel from Polo had the highest score this year and will receive the scholarship for six credit hours at SVCC. (Will Engel had the second highest score last year.) Barry Marks from Sterling had the second highest score and will receive a scholarship for three credit hours. Our math department should be commended for the fine job they do on this successful project. Steve Shaff leads this fine effort.

js

copy: Steve Shaff

TO: Dr. Tegtmeier

DATE: Steve Shaff

SUBJECT: American High School Mathematics Examination

Dr. Tegtmeier, attached is a listing of the top scorers in each grade level for this examination held at SVCC on February 9. Please note the following were the highest and second highest overall:

HIGHEST

Will Engel
511 N. Congress Ave
Polo IL 61064

SECOND HIGHEST

Barry Marks
607 Greenridge Drive
Sterling IL 61081

There were 241 participants representing the following high schools: Amboy, Ashton, Dixon, Fulton, Milledgeville, Morrison, Newman Central, Polo, Rock Falls, Sterling, and Thomson.

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: February 4, 1999

TO: Dr. Richard L. Behrendt

FROM: James O.Tegtmeyer

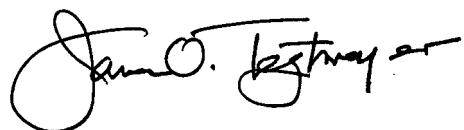
RE: Health Careers Graduates

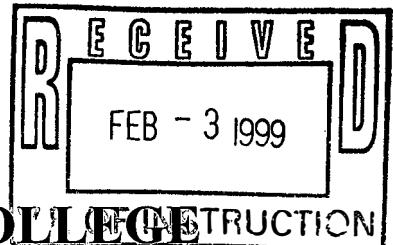
Attached is a memo from Rosemary Johnson reporting that the Health Graduates continue to score above the national pass rate for registry and licensing exams.

I would like you to know that these are among the highest scores I have ever seen. Rosemary and her faculty are obviously doing an outstanding job.

js

attachment





SAUK VALLEY COMMUNITY COLLEGE

HEALTH CAREERS EDUCATION

MEMORANDUM

Date: February 3, 1999

To: Dr. Tegtmeyer

From: Rosemary Johnson *RF*

Subject: Exam Results for Health Careers 1998 Graduates

I am pleased to report that the 1998 graduates of the Health Careers Programs have continued the tradition of performing well on their registry and licensing exams upon completion of our programs. We have received official verification of the following results:

Graduates of the Clinical Laboratory Science Program achieved a 100% pass rate on the Board of Registry Examination. The National pass rate was 81%.

Graduates of the Radiologic Technology Program achieved a 100% pass rate on the American Registry of Radiologic Technologist Exam (ARRT). The National pass rate was 90.3%.

Graduates of the Practical Nursing Program achieved a 100% pass rate on the NCLEX-PN Examination. The State pass rate was 86%; the National rate was 87%.

Graduates of the Associate Degree Nursing Program achieved a 94% pass rate on the NCLEX-RN Examination. The State pass rate was 81%; the National rate was 85%.

These results reflect the quality of our graduates and our faculty.

SAUK VALLEY COMMUNITY COLLEGE**MEMORANDUM****TO:** Dr. Joan Kerber**FROM:** Cindy Alfano *CK***DATE:** February 10, 1999**SUBJECT:** Illinois State Scholarships

The students listed below have received the Illinois State Scholarship waiver for the 1998-99 academic year. A total number of 116 students were selected for this award and to date 25 students have utilized it. This is a slight increase over the previous year. It is possible that more students will still take advantage of these waivers during the summer 1999 semester.

NAME	HIGH SCHOOL	CREDITS
1. Jared Stumpenhorst	Ashton High School	3
2. Beau Sierens	Bureau Valley High School	3
3. Sheila Buccola	Dixon High School	3
4. Rebecca Fuchs	Dixon High School	3
5. Kate Holmberg	Dixon High School	3
6. Angela Martin	Dixon High School	3
7. Christopher Petrie	Dixon High School	3
8. Stephanie Shoemaker	Dixon High School	3
9. Angela Dykstra	Fulton High School	3
10. Alex Hanson	Fulton High School	3
11. Amara Lucke	Fulton High School	3
12. Tonya Temple	Fulton High School	3
13. Ryan Deets	Milledgeville High School	3
14. Suzanne Hermes	Newman Central Catholic	3
15. Elliott Mertes	Newman Central Catholic	3
16. Gina Payne	Newman Central Catholic	3
17. Seth Wescott	Newman Central Catholic	3
18. Chris Yucus	Ohio High School	3
19. Amy Miller	Rock Falls High School	3
20. Alexander Moore	Rock Falls High School	3
21. Elizabeth Weir	Rock Falls High School	3
22. Gwendolyn Clay	Sterling High School	3
23. Carrie Dunphy	Sterling High School	3
24. Susan Jaeckle	Sterling High School	3
25. Justin Moore	Sterling High School	3

OFFICE OF GRANTS, PLANNING, AND INSTITUTIONAL RESEARCH

Sauk Valley Community College

Director: Harry S. Cottrell, ext. 397

Secretary: Shirley Walker, ext. 294

To: Staff

From: Harry S. Cottrell 

Date: February 5, 1999

Subject: Progress Update on Marketing Plan

Many people have asked me, "What happened with the Marketing Plan?" This is a report on the status of accomplishments.

A year ago today at their annual retreat the Board of Trustees was presented with Sauk Valley Community College's Marketing Plan. A review of the strategies articulated in the plan demonstrates that most of the strategies addressing credit enrollments have been dealt with. Three-fourths of the strategies have been accomplished in whole, or in part, or are in progress. Granted our enrollment goals have not been met at this time, however the plan was for a three-year period. It is anticipated that we will bear the fruits of our efforts with future enrollment increases.

Within the Credit Enrollment portion of the Marketing Plan, there were 77 strategies listed. Of these 77 strategies, 40 have been accomplished in whole or in part, 16 are in progress, 4 were future directed, 5 appear to no longer be viable, and 13 have not been addressed. If I have overlooked any accomplishments of strategies, please notify me.

As a college community we should be proud of what we have accomplished. Many individuals were involved in these efforts. As we know there is more that needs to be done. The Enrollment Management Team will be addressing many of these formerly articulated marketing strategies in coming months, as well as developing new strategies to enhance credit enrollment.

The other two sections of the Marketing Plan will be reviewed shortly.

As a co-facilitator for the development of the Marketing Plan, I would like to thank everyone for their hard work over the past year, and welcome your support and efforts in the future.

I. Credit Enrollment

Strategies:

- 1) Explore the development of a student payment plan for students enrolling in six credit hours or more beginning Fall 1998 semester.
- 2) Activate Banner recruiting module by Spring 1999 semester.
- 3) Upgrade and develop new and more effective marketing materials by Spring 1999 semester (see Media Component).
- 4) Increase faculty and staff involvement in the recruiting process by Fall 1998 semester through special department recruiting days, road show, letter writing, telephoning, e-mailing prospective students, and efforts to concentrate on parents and high school teachers.
- 5) Student housing in place by Fall 1998.
- 6) Coordinate credit class programming with the Admissions Office.
- 7) Target one high school per year and promote on-campus credit scheduling, with the first class scheduled at a new high school site during Fall 1998 semester.
- 8) Implement dual enrollment initiative by Spring 1999 semester through offering college classes at area high schools, increase distance learning and Internet classes, and the introduction of the option of telecourses, including Honors Credit in Escrow.
- 9) Identify five high risk courses (greater than 40%) and develop retention strategies that will improve retention in these courses by 15% by August 30, 2000.
- 10) Implement a pilot program "Learning Communities" in at least two academic program areas by January 30, 1999.
- 11) Scheduling of evening course offerings will increase by 20% by July 30, 1999.

This has been implemented.

After upcoming update of BANNER with 3.x, module then can be activated.

Not done.

Cindy has implemented staff/faculty involvement in high school visits for Spring 99.

This effort is still in progress.

All credit class registration is now through the Admissions Office.

On-campus credit classes will occur at Amboy and Bureau Valley in Fall 1999.

Not done.

High risk classes have been identified, retention strategies have not been developed.

"Learning Communities" classes began in Fall of 1998.

Determining if there is a real need for this strategy.

- 12) Increase the availability of evening remedial course offerings by 20% by July 30, 1999.
- 13) Create pilot courses designed to meet Friday evenings - Saturday mornings by January 30, 1999.
- 14) Increase funding for instruction/tutoring resources in the Learning Assistance Center by 15% by August 30, 1999.
- 15) Beginning Fall 1999, students enrolling in the LPN certificate program will be required to register for PSY 100 - Orientation during their first semester of study.
- 16) Internet and Distance Learning course offerings will increase by 20% by August 30, 1999.
- 17) By January 30, 1999, all College marketing publications will include information pertaining to recommended time allocations necessary to be a successful student.
- 18) Institute a faculty advising system for Associate in Applied Science degree programs by January 30, 1999.
- 19) Develop an annual student handbook/daily planner.
- 20) Develop, or use a current, Student Satisfaction Survey instrument.
- 21) Implement the Student Satisfaction Survey for 1999.
- 22) Prepare a report of the findings.
- 23) Implement the Student Satisfaction Survey for 2001.
- 24) Prepare a report on Comparative Survey Findings.
- 25) Fully implement and maintain Collegiate Employment Network.
- 26) Continue to learn employer needs and constantly monitor the College's ability to satisfy those needs (i.e., Employer Needs Assessment).
- 27) Continue to assist students with job search, resume, interview skills, etc.

Determining if there is a real need for this strategy.

Both Psy 100 and computer courses have been offered in this format.

Both funding and staffing have increased. May not be at the 15% level.

Fleshing this out. Not sure why just LPN and not all certificate programs?

The college has increased both Internet and Distance Learning offerings by over 20%.

Some publications do contain this information, but not all. This may not be appropriate for all publications.

Under the new contract, AAS faculty are encouraged to use office hours for advising. However, still no formal system. This has been accomplished.

Collection of different survey instruments has begun to start the process. Hopefully we will be timely.

Hopefully we will be timely. Hopefully we will be timely.

Hopefully we will be timely.

This has been accomplished.

An Employer Needs Assessment was conducted. Constant monitoring of employer needs continues.

This is an on-going effort of the placement office.

- 28) Explore the development of a Job Fair.
- 29) Calculate an Education-related placement rate through review of Graduate Follow-up Survey.
- 30) Ask employers to assist in our marketing efforts (i.e., allow Sauk to conduct on-site information sessions, provide payroll envelope stuffers, etc.) beginning Fall 1998.
- 31) Survey the community to determine the needs and desires of potential adult students in our service area.
- 32) Simplify the registration process. Provide the opportunity to pay tuition on the first floor rather than the third floor. Explore payment plan. Coordinate hours of Admissions, Counseling, Financial Aid, and Business Office.
- 33) Offer greater flexibility in scheduling offerings. Provide more courses and community activities within the community. Explore alternative delivery systems: e.g., distance learning, Internet, independent study, and telecourses.
- 34) Explore establishing an off-site satellite center to provide courses, counseling, assessment, and registration.
- 35) Establish a bridge program for GED students.
- 36) Explore feasibility of extending day care services (hours and ages). Examine transportation alternatives.
- 37) Design advertising messages to appeal to the adult population (based upon survey needs). Improve visibility in the community, participate in fairs, provide informational programs at companies or community centers.
- 38) Design programs for credentialed people who need skills updating, or continuation education (real estate agents, bankers, teachers).

A Job Fair will be on campus in March. This has been incorporated into the Program Review process.

This is starting to happen through the Job Fair.

This was done in 1996. It is questionable if it is worth the expense to repeat so soon.

The registration process is being revamped, with implementation for Spring 2000. Payment plan implemented. Hours are coordinated. First floor tuition payment still a need.

Courses to be scheduled at Amboy and Bureau Valley in Fall 99. Expansion of Internet and Distance learning has occurred.

It has been determined to not be cost effective at this time.

This has been accomplished.

This has been explored. Costs are a constraint on any action to expand services.

Advertising campaign not done. Informational programs do occur at companies.

Not done.

- 39) Provide more training to faculty on the use and incorporation of technology in the classroom.
- 40) Explore the potential of offering the first course to new students over the age of 25 free of charge or at reduced tuition rates.
- 41) Develop a Resource Center for Students which includes information on careers, job search, employment, financial aid, and transfer.
- 42) Increase faculty and staff involvement in the recruiting process by Fall 1998 semester through special department recruiting days, road show, letter writing, telephoning, e-mailing prospective students, and efforts to concentrate on parents and high school teachers.
- 43) Promote on-site classes to employers during company visits.
- 44) Include information regarding on-site classes in marketing materials.
- 45) Target companies most likely to host on-site classes and promote on-site classes.
- 46) Survey employers in the community to determine the needs and desires or potential of adult students in our service area.
- 47) Explore alternative delivery systems: distance learning, Internet, independent study, telecourses.
- 48) Offer greater flexibility in scheduling course offerings.
- 49) Collaborate/team with leaders in the Hispanic/Latino community to determine their credit interests.
- 50) Offer credit courses at sites where the Hispanic/Latino community is comfortable (i.e., Latin American Social Club, Wallace School, businesses and on-campus, etc.).

Training has been provided to faculty on use of the new technology in the enhanced classrooms.

Research in progress. Studying the impact of free classes at other colleges.

This has been accomplished.

Cindy has implemented staff/faculty involvement in high school visits for Spring 99.

This is an on-going effort.

Incorporate information into Schedule (Corporate/Community Services.)
This is an on-going effort.

An employer needs assessment was done. Response was less than hoped for.

Alternative delivery systems are discussed during employer visits. May be future choice for some employers.
This is being addressed by the Instructional unit.
Meetings have been held, with additional meetings scheduled. Classes of interest to Hispanics/Latinos have been scheduled.
Has not happened at this point because meetings with Hispanic/Latino leaders has not indicated this as a need.

51) Develop a joint partnership with the Hispanic/Latino community to have educational and social activities on campus as well as off campus.

52) Provide timely information, such as presentations, demonstrations, handouts, etc., at various locations (i.e., Latin American Social Club, Wallace School) about opportunities at Sauk as related to creating better futures.

53) Utilize WIU's Hispanic Program for Educational Advancement to enrich and follow through on recruitment activities.

54) Utilize current Sauk Hispanic/Latino students as an advisory group to help us improve programs/services to attract more Hispanic/Latino students and be a link to the Hispanic/Latino community.

55) Utilize WIU's Hispanic Program for Educational Advancement to enrich and follow through on retention activities.

56) Establish "Learning Communities" (mentor/mentee, big brother/big sister) for Hispanic/Latino students.

57) Utilize current Sauk Hispanic/Latino students as an advisory group to help us improve programs/services to retain more Hispanic/Latino students and be a link to the Hispanic/Latino community.

58) Invite more College faculty and staff to serve on the Single Moms Committee.

59) Identify students to be featured in a newspaper article.

60) Interview single mom students and graduates to be featured in an article and write the newspaper article.

61) Place the newspaper article in the Sauk Voyager, Telegraph, Gazette and any other papers that are appropriate.

62) Sponsor a Student Support Night for reentry women.

63) Sponsor a Returning Student Night.

64) Expand SVCC's partnership with TANF.

This is occurring.

The need for this is being explored.

This has been accomplished.

This has been accomplished.

This has been accomplished.

A mentor/mentee program is being studied.

This has been accomplished.

This has been accomplished.

Not done.

Not done.

One event has been offered.

This has been accomplished.

Extensive networking with DHS and other agencies has occurred.

65) Work with retention committee to integrate Single Moms into the Learning Communities retention program.

66) Develop a Women's Center.

67) Develop and present short self-help courses and workshops.

68) Increase scholarship funding.

69) Explore the development of a grade school student homework program.

70) Review state guidelines with regard to extended Child Care hours.

71) Increase Single Mom enrollments in the Women in Transition Class.

72) Prepare a SVCC Single Moms program to be presented to the University Women's Association in Dixon and Sterling.

73) Prepare and submit a Single Moms proposal to national foundations.

74) Network with women's organizations including but not limited to: Womenspace, YWCA, Sterling Business Women's Association.

75) Present Single Moms program to women's church affiliations.

76) Identify, contact, and meet with private donors.

77) Explore fund raising activities with Single Moms Committee (i.e. Cultural Fair, Beanie Baby Fair).

Single Moms has not been targeted for Learning Communities.

Not done.

This has been accomplished.

This has been accomplished.

Not done.

The review was accomplished, but extended Child Care hours not cost effective.

Women in Transition classes are offered, enrollments may have remained constant.

One presentation has been made.

Not done.

This has been accomplished.

Not done.

Not done.

Not done.



SAUK VALLEY COMMUNITY COLLEGE

Career Center

173 IL Rt. 2, Dixon, IL 61021
(815) 288-5511 ext. 216

MEMO

To: Joan Kerber

From: Pam Clodfelter, Career Services and Job Placement *pk*

Date: 2/15/99

Re: Career Fair

This year's Career Fair will be March 15 from 6-8 p.m. and March 16 from 9:30 a.m. - 1:30 p.m. We are expecting approximately 1400 students from 18 area schools. The purpose of this event is to inform students about available careers and the educational path to obtain that career. The working committee is comprised of volunteers from area high schools and the Whiteside Area Vocational Center. Our goals, as a committee, are:

- To increase students' knowledge of the world of work;
- To better prepare them to make career decisions; and
- To improve their chances of becoming productive members of our community.

To date, we have 100 different community members committed to attending and sharing their knowledge with our area students. With the support from the community, area schools and SVCC, this Career Fair will be a success.

I also wanted to share with you some statistics from the Career Center.

Since November, I have personally met with 63 students. Many of those students have come back multiple times, which makes our contact total of 118. I have referred 142 job leads. I am currently working with 84 employers in the Sauk Valley area. There are 67 current jobs listed in the Job Matching Program and approximately 550 jobs that have gone through the Career Center (this includes education listing, recruiters, etc.)

The Career Center's main objective is to assist students in linking their education with career opportunities. The Career Fair addresses this objective by educating students about their different career choices. The center also has an open door policy to help students with their resume, interviewing and job search needs. My goal is to assist all students in their career development process.

ART STUDENTS' WORK IN CC EXHIBIT

Two Sauk art students will have their sculptures among the artwork displayed at the annual Illinois Community College Art Exhibition held this year at Rend Lake College.

The accepted art works include: a cast bronze sculpture titled "Hopi Grandmother" by Colleen Logston of Grand Detour, and a carved piece of Indiana limestone by Margaret Blakeslee of Rock Falls titled "Mano."

Their work was created in sculpture classes ART 250 and ART 251, taught by Bob van der Wege, assistant professor of art.

The ICCB exhibition is a juried event that highlights selected artwork of students from all Illinois Community Colleges.

SAUK VALLEY COMMUNITY COLLEGE
VICE PRESIDENT OF STUDENT SERVICES
MEMORANDUM

TO: Richard Behrendt

FROM: Joan E. Kerber *JK*

DATE: February 18, 1999

SUBJECT: Transfer GPA Comparisons

As always, I like to keep you informed of the progress of our transfer students. Once again, I am proud to announce that Sauk Valley Community College has demonstrated quality instruction through their transfer record. The attached grade point average comparisons have been sent to us from Northern Illinois University and the University of Illinois, Urbana-Champaign for the Fall 1998 semester. It is clear that our students are competitive and doing well at both universities.

Northern Illinois University
Transfer Student Summary Progress Report

Fall 1998 Data for Students Entering Fall 1997

90 Transfers from Sauk Valley College	2761 All Illinois Public Community Colleges	926 All Other Transfers	2255 All Native Under- graduates	5942 Total Under- graduates
Cum GPA Mean 3.01	Cum GPA Mean 2.90	Cum GPA Mean 2.99	Cum GPA Mean 2.84	Cum GPA Mean 2.88

Fall 1998 Data for Students Entering Fall 1998

58 Transfers from Sauk Valley College	1797 All Illinois Public Community College	407 All Other Transfers	1656 All Native Under- graduates	3860 Total Under- graduates
Cum GPA Mean 2.69	Cum GPA Mean 2.55	Cum GPA Mean 2.72	Cum GPA Mean 2.74	Cum GPA Mean 2.70

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

**Fall 1998 Data for Students Entering Fall 1997
Seniors**

8 Community College Transfers from Sauk Valley Community College	585 Community College Transfers at Urbana-Champaign	287 Four-Year College Transfers at Urbana-Champaign	4465 Continuous Juniors at Urbana- Champaign
Community College Transfer GPA Median 3.50 Mean 3.51	Community College Transfer GPA Median 3.37 Mean 3.33	Four-Year College Transfer GPA Median 3.28 Mean 3.26	UIUC Lower Division GPA Median 3.16 Mean 3.13

**Fall 1998 Data for Students Entering Fall 1998
Juniors**

7 Community College Transfers from Sauk Valley Community College	688 Community College Transfers at Urbana-Champaign	362 Four-Year College Transfers at Urbana-Champaign	4995 Continuous Juniors at Urbana- Champaign
Community College Transfer GPA Median 3.27 Mean 3.24	Community College Transfer GPA Median 3.31 Mean 3.28	Four-Year College Transfer GPA Median 3.27 Mean 3.27	UIUC Lower Division GPA Median 3.09 Mean 3.07

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

SAUK VALLEY COMMUNITY COLLEGE

VICE PRESIDENT OF STUDENT SERVICES MEMORANDUM

To: Richard Behrendt
From: Joan Kerber
Date: February 21, 1999
Subject: Tuition Pre-payment Plan Report

Almost a year ago, the Sauk Valley Community College Board of Trustees passed a tuition payment plan for our students. The plan was to provide students an option of retaining preregistered classes by placing at least 40% of their account balance down at the time of registration. These students were then not dropped from their classes during our regular purge date, but rather were allowed the opportunity to make periodic payments as long as their entire payment was received prior to the beginning of the semester.

At the time of the approval of this plan, there was some question as to whether students would take advantage of the plan and also if those who did use the opportunity would be responsible and pay the amount prior to registration. The following report from the business office answers these questions.

A total of 42 students took part in the plan for the Fall 1998 semester for a tuition total of \$12,330.00. The Spring 1999 semester had a total of 35 students enrolled in the plan, for a tuition total of \$9,601.50. This resulted in a combined total of 77 students who participated in the program for the 1998-99 academic year, for a total tuition amount of \$21,931.50.

All students participating in this option plan either paid in full or received financial aid to cover fees.

Even though only a small number of students have thus far taken advantage of this plan, it is possible that the above mentioned 77 students would not have been able to proceed forth as students without the plan. Also, since the plan literally did not cost the College anything except for administering it, I would deem it a success. It is our belief that as the students become more familiar with this option, the number of students using this plan will increase.



**Sauk Valley Community College
Financial Aid & Veteran's Services Office**

MEMORANDUM

To: Dr. Joan Kerber
From: David Peterson
Date: February 19, 1999
Subject: Financial Aid Awareness Month

I just wanted to inform you that the majority of our Financial Aid Awareness Month activities have been completed successfully.

Staff from our office have conducted several financial aid nights out in the community. All have been received very warmly by the residents of community college district 506. At Amboy High School we presented the financial aid process to over fifty families. Similar sessions are scheduled for Bureau Valley High School (Feb.22) and Milledgeville High School (Mar.16).

Our Financial Aid Information Night sparked a lot of strong interest in the community. Over forty residents attended, many of which were potential nontraditional students for SVCC. Most of these same residents returned two nights later for our Financial Aid Application Completion Night. The residents learned of our financial aid activities through the radio spots, newspaper advertisements, and my guest editorial.

Overall, I believe we made a very strong effort towards educating our district residents on the many financial aid opportunities that are available. We need to continue and expand these events in the future, possibly moving the Financial Aid Information and Application Completion Nights out to the local communities. As we continue this process, the community will begin looking at the SVCC financial aid staff as their first resource for financial aid information.

dp

attachments:

guest editorial
handouts
press release
letter to H.S.

Financial aid: Make the most of it

The award letter was giving me almost \$5,000 in financial aid, but that isn't what caught my dad's eyes. Instead it was the other \$6,000 in costs that were supposed to be covered by my family for one year at Augustana that had him worried. "We can't afford college, it's just not possible. Maybe we can cover your tuition at the local community college."

Three years later after trips to Fort Knox and Honduras (care of the U.S. Army), I enrolled at Illinois State University and reapplied for financial aid. This time the award letter was even more depressing. "Total Financial Need for 1990-91, 0." Zero, Nil, Nada, the Big Goose Egg. It was at this point that I decided that financial aid wasn't worth the hassle of filling out the forms.

Now nearly 10 years later, I realize the horrible mistakes I made in the past with regards to financial aid. Mistake number one, my father and I didn't realize that we really didn't need to pay that \$6,000 to Augustana



back in 1987. We could've covered most of the \$6,000 with low interest student loans.

Mistake number two, while it is true that I didn't qualify for financial aid during the 1990-91 award year at ISU, I should have still applied in the following years. If I had applied for aid during my last three years at ISU, I would have gotten approximately \$6,000 in federal and state grant aid per year. So I basically traded the time and cost of completing three financial aid applications for \$24,000 in free money.

As a financial aid professional, I see many families and students repeating the same mistakes I made

with financial aid. I become frustrated when a student's financial aid doesn't arrive when they expected it. I get discouraged when I meet bright individuals, capable of achieving great things, forced to drop classes because they can't afford college.

This disappointment is compounded by the many "entrepreneurs" that have set up businesses promising financial aid dollars for a cost. These businesses are taking advantage of families who are struggling to cover the high cost of a college education.

In an effort to address these issues, the Sauk Valley Community College Financial Aid Office will be offering two free events. The first will be a Financial Aid Information Night on Tuesday, Feb. 9. This event will describe the financial aid process, provide general information on the aid programs available, and offer tips on how to take advantage of financial aid opportunities.

The second event will focus on completing the application process.

Financial Aid Application Completion Night will be on Thursday, Feb. 11. To participate in this event, families must bring copies of their 1998 Federal Tax Information.

Both events will be held from 6 to 9 p.m. at the SVCC cafeteria. If you have questions about these events, please call me at (815) 288-5511, ext. 339.

The Financial Aid Office at SVCC is not just for SVCC students. Our goal is to provide all residents of our community college district the opportunity to improve and move forward with their lives.

David Peterson is the new Director of Financial Aid & Veterans' Services at Sauk Valley Community College. He received a bachelor of science degree in political science and a master of science degree in educational administration from Illinois State University. Peterson enlisted in the U.S. Army and served as an officer in the Illinois Army National Guard to help pay his way through college.

For February Board Meeting
Held March 1, 1999

Agenda Item F

ARCHITECTURAL FIRM SELECTION

After advertising for architectural services, the College received 17 responses and a review committee was established to determine the finalists to be invited to the College for interviews. Six firms were interviewed at the College on February 11, 1999 and the administration is recommending the appointment of Burnridge Cassell Associates of Elgin, Illinois as College architects, effective March 1, 1999.

RECOMMENDATION: Board approval of Burnridge Cassell Associates of Elgin, Illinois as College architects, effective March 1, 1999.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: John M. Murphy

DATE: February 19, 1999

SUBJECT: Architectural Services

During the past year the College has been experiencing unsatisfactory architectural services. This dissatisfaction includes inadequate project competition, inaccurate project cost estimates as compared to actual bid results, and overall slow and untimely service.

This lack of adequate service precipitated the search for a new architectural firm for the College. The selection process for architectural services is mandated by state law and is entitled the "Quality Based Selection Process". This seven-step process is to ensure that the architectural firm selected is open to all, a consistent and relevant measure of criteria, and in the best interest of the College.

1. The College's scope of work was first defined. This scope of work was intended to be realistic and was included in all written solicitations and advertisements (see Exhibit A).
2. A request for proposals was then developed (see Exhibit B).
3. A list was developed of potential professional firms to respond to the College's request for proposals. The College developed an initial invitation list by:
 - a. Determining from local nonprofit entities (i.e. local schools, cities, counties) who is their current architect;
 - b. Reviewed the on-going file of inquiries from interested firms; and
 - c. Positive experience of firms from past association of the Director of Building & Grounds and the Vice President of Administrative Services.
4. The decision for the best source of public notice was discussed. The official Capital Development Board publication was determined to be untimely, therefore, the College published a legal notice in the official state newspaper, the Edwardsville Intelligencer (see Exhibit C).
5. The College received seventeen (17) complete responses on or before the due date of January 11, 1999 at 2 p.m. These responses were all opened publicly, with several staff and one architectural firm in attendance (see Exhibit D).
6. A review committee was established to independently determine the finalists to invite to the College for an interview (see Exhibit E). These Committee members were selected for diversity, and the individuals most involved with an architect on a daily basis.

7. The following finalists were interviewed on February 11, 1999:

<u>Name</u>	<u>City</u>
Burnidge Cassell Associates	Elgin
Richard L. Johnson Associates, Inc.	Rockford
Kluber Engineer & Architect, Inc.	Batavia
LZT Associates	Peoria
Ruck/Pate Architecture	Barrington
Shive-Hattery, Inc.	Moline

Compensation of services was, by statute, not permitted to be determined in the initial request for proposal process. Therefore, these finalists were interviewed based on:

- a. The primary criteria (A-F) as indicated in the Committee analysis form exhibit (Exhibit F).
- b. Compensation of Services.
- c. Meeting with the liaison/individual from their firm (most professional services are impacted by a one-on-one relationship).

8. This eighth step was added to the mandated process. The Committee unanimously agreed to the top two firms: Shive-Hattery, Inc. of Moline and Burnidge Cassell Associates of Elgin, with the understanding that Mr. James Frederick, Director of Building and Grounds and Mr. Ross Herren, Assistant Director of Building and Grounds visit both firms to view facilities, technology, travel from the College and a sense of "fit". These visits were conducted February 15 and 16, 1999.

The essential criteria of the recommended architectural firm are:

1. Qualification of firm.
2. Qualification of professional personnel.
3. Past record and experience.
4. Location.
5. Work load of professional personnel and availability for assignments.
6. Projects relevant to SVCC scope of work.
7. Compensation of services.
8. Meeting with the liaison/individual from their firm (most professional services are impacted by a one-on-one relationship).

A profile of the recommended firm is shown in Exhibit G.

Based on this "Quality Based Selection Process", I recommend the College confirm the architectural firm of Burnidge Cassell Associates, Elgin, Illinois, effective March 1, 1999.

Cc: Walt Clevenger
Jim Frederick

Tom Gospodarczyk
Ross Herren

EXHIBIT A
SAUK VALLEY COMMUNITY COLLEGE
DISTRICT #506
SCOPE OF WORK
QUALITY BASED SELECTION PROCESS
ARCHITECT SERVICES

- A \$3.6 million dollar remodeling project involving a portion of our permanent facility and one of our original “temporary” facilities. This space change will include offices, conference and classrooms. No infrastructure changes. Timing—Not likely in 1999. Probably 2000.
- Multiple, annual projects within the Protection, Health and Safety legislation. Probably 2-4 projects every year totaling \$500,000 - \$600,000 per year.
- Annual projects with the State of Illinois Capital Development Board within the Capital Renewal Award Program. Anticipate one project per year, of approximately \$150,000 - \$250,000. Facility remodeling and/or major road and/or parking.

We do not foresee any new construction for the foreseeable future.

EXHIBIT B

**SAUK VALLEY COMMUNITY COLLEGE
DISTRICT #506
REQUEST FOR PROPOSALS
QUALITY BASED SELECTION PROCESS
ARCHITECT SERVICES**

Please complete this form and return to John M. Murphy, Acting Vice President of Administrative Services, 173 Illinois Route 2, Dixon, Illinois 61021 on or before Monday, January 11, 1999, at 2:00 p.m.

SCOPE OF WORK

- A \$3.6 million dollar remodeling project involving a portion of our permanent facility and one of our original “temporary” facilities. This space change will include offices, conference and classrooms. No infrastructure changes. Timing—Not likely in 1999. Probably 2000.
- Multiple, annual projects within the Protection, Health and Safety legislation. Probably 2-4 projects every year totaling \$500,000 - \$600,000 per year.
- Annual projects with the State of Illinois Capital Development Board within the Capital Renewal Award Program. Anticipate one project per year, of approximately \$150,000 - \$250,000. Facility remodeling and/or major road and/or parking.

We do not foresee any new construction for the foreseeable future.

SUBMITTAL

Complete, sign and date the State of Illinois/Capital Development Board form #255 attached. Where the form indicates a singular project, please respond relative to the scope of work as outlined.

SPECIAL NOTES

- A College Committee will review all proposals and recommend the finalist.
- Only the finalists will be requested to furnish information on charges for services. Do Not furnish charges for services with this request.

EXHIBIT C

**ADVERTISEMENT
FOR ARCHITECTURAL SERVICES**

The Board of Trustees of Sauk Valley Community College, Dixon, Illinois, does hereby request a statement of interest in the following proposed project:

1. Remodeling of permanent and temporary facilities for classroom and office use.
2. Projects within the Protection, Health and Safety legislation.
3. Projects within the State of Illinois (Capital Development Board) Capital Renewal Program.

from firms engaged in the provision of architectural services. Those firms submitting a statement of interest shall contact the Administration Office, c/o John M. Murphy, Telephone No. (815) 288-5511, ext. 256, Fax No. (815) 288-5958, and request a Request for Proposal packet that includes a required form #255 (CDB State of Illinois) to be completed, signed and returned.

The statement of qualifications and performance data relating to the scope of the work outlined above shall include:

- a. Qualification of firm.
- b. Qualification of professional personnel.
- c. Past record and experience.
- d. Location.
- e. Work load of professional personnel, and availability for assignments.

THIS IS NOT A SOLICITATION FOR BIDS.

The requested statements of interest must be submitted to the Administration Office c/o John M. Murphy of Sauk Valley Community College, located at 173 Illinois Route 2, Dixon, Illinois 61021, on or before 2:00 p.m. on January 11, 1999.

EXHIBIT D

SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
REQUEST FOR PROPOSALS
SUBMITTED JANUARY 11, 1999

Present at Opening: Nancy Breed, Jim Frederick, Jack Murphy, and representative from one of Architectural firms

Name Form 255 Included

Burnidge Cassell Associates Yes
2425 Royal Blvd.
Elgin, IL 60123
847/695-5840 Fax: 847/695-6579
Charles Burnidge, AIA

Larson & Darby, Inc. Yes
1322 E. State Street
Rockford, IL 61104-2234
815/987-5260 Fax: 815/987-9867
Christopher L. Groesbeck, AIA

David Hagney Architects Yes
4615 E. State Street, Suite 206
Rockford, IL 61108
815/397-3330 Fax: 815/397-0243
James Lev, AIA

BHM Architects Yes
1465 – 41st Street, Suite 5
Moline, IL 61265
309/762-0511 Fax: 309/762/6352
Mark Miller

Legat Architects Yes
Washington Square
652 W. Washington, #400
Chicago, IL 60661
312/258-9595 Fax: 312/258-1555
Dominick Demonica

Ruck/Pate Architecture Yes
257 E. Main St., Suite 201
Barrington, IL 60010
847/381-2946 Fax: 847/304-1218
Helen Stripp

Baer Associates Yes
126 N. Water St., Suite 10
Rockford, IL 61107
815/963-9392 Fax: 815/963-9021
Curtis G. Baer, IAI

LZT Associates Yes
124 SW Adams, Suite 450
Peoria, IL 61602
309/673-3100 Fax: 309/673-3420
Jeff Leach

Richard L. Johnson Associates, Inc. Yes
4703 Charles Street
Rockford, IL 61108
815/398-1231 Fax: 815/398-1280
Wendy Martin

Kluber Engineer & Architect, Inc. Yes
236 Webster Street
Batavia, IL 60510
630/406-1213 Fax: 630/406-9472
John Kluber

GreenAssociates Architects, Inc. Yes
832 Custer Avenue
Evanston, IL 60202
847/328-0852 Fax: 847/328-0961
George Reigle

Upchurch & Associates Yes
1810 Charleston Avenue, Box 1215
Mattoon, IL 61938
217/235-3177 Fax: 217/258-6115
Michael Sneddon

BLDD Architects, Inc. Yes
115 W. Jefferson, Suite 103
Bloomington, IL 61701
309/828-5025 Fax: 309/828-5127
Michael Cardinal

Allen Architectural Group Yes
53 W. Jackson Blvd., Suite 201
Chicago, IL 60604
312/939-5655 Fax: 312/461-9477
Kirk Irwin

Muller & Muller Architects Yes
700 N. Sangamon
Chicago, IL 60622
312/432-4180 Fax: 312/432-4184
Cynthia Muller

Shive-Hattery, Inc. Yes
1830 Sixth Avenue
Moline, IL 61265
309/764-7650 Fax: 309/764-8616
Bruce Harding

Kelly & Associates – Architects Yes
1702 Seventh Avenue
Moline, IL 61265
309/764-1011 Fax: 309/764-1428
Dennis Kelly

EXHIBIT E

SAUK VALLEY COMMUNITY COLLEGE
QUALITY BASED SELECTION PROCESS FOR
ARCHITECTURAL SERVICES
REVIEW COMMITTEE

Walt Clevenger	Dean of Information Technology
Jim Frederick	Director, Building & Grounds
Tom Gospodarczyk	Dean of Corporate & Community Services
Ross Herren	Assistant Director, Building & Grounds
John M. Murphy	Acting Vice President, Administrative Services

EXHIBIT F

SAUK VALLEY COMMUNITY COLLEGE DISTRICT #506
REQUEST FOR PROPOSALS
COMMITTEE ANALYSIS
PROPOSALS SUBMITTED JANUARY 11, 1999
QUALITY BASED SELECTION PROCESS

Name of Architectural Firm _____ Date Reviewed _____

Reviewed By _____

A. Qualification of Firm

B. Qualification of Professional Personnel

C. Past Record and Experience

D. Location

E. Work load of professional personnel and availability for assignments.

F. Projects relevant to SVCC scope of work

Finalist: Yes No

EXHIBIT G

Profile of Burnidge Cassell Associates, Elgin, Illinois

A. Firm History and Background

Established in 1967, Burnidge Cassell Associates has provided architectural, architectural interiors, landscape architecture, and land planning services throughout northern and central Illinois. Our clients have included community colleges, universities and colleges, park districts, municipalities, school districts, and the private sector.

For over 30 years Burnidge Cassell Associates has been actively pursuing educational, recreational/ athletic, municipal and library facility commissions.

The in-house combination of architecture, landscape architecture, land planning and construction administration services provides clients with the option of working with one firm for these combined services. ***Our staff of 24 professionals*** utilize state of the art technology to produce the highest quality projects and are committed to providing creative solutions to meet the needs and aspirations of our clients. Tracking project budgets, monitoring available funding and keeping up with the evolving needs of the client are an important part of our services. Burnidge Cassell uses the "Studio" approach to managing our projects. Each studio is uniquely qualified in a specific area of architectural or landscape/landplanning design.

A	Registered Architects	11
B	Certified Planners	11
C	Graduate Architects	3
D	Draftsmen	3
E	Superintendent of Construction	3
F	Specification Writers	1
G	Clerical/Secretarial	2
H	Administrative	3
I	Interior Designers	2
J	Landscape Architects	3
	Total number in organization	24



Burnidge Cassell Associates has produced an average of over \$70 million in construction dollars annually for the last three years.

Sauk Valley College Interview Questions

1. What Community Colleges have you represented in the past 5-8 years.

**a. Elgin Community College
Elgin, Illinois**

**e. William Rainey Harper College
Palatine, Illinois**

**b. Waubonsee Community College
Sugar Grove, Illinois**

**f. Highland Community College
Freeport, Illinois**

**c. Joliet Junior College,
Joliet, Illinois**

**g. Rock Valley College
Rockford, Illinois**

**d. Morton Community College
Cicero, Illinois**

**h. Spoon River Community College
Canton, Illinois**

2. Of the projects, identify: Protection, Health and Safety, Capital Development Board, and Illinois Community College.

Projects	Funding Source
Elgin Community College Elgin, Illinois	
• Visual and Performing Arts Center	Kane County Building Commission
• Business Conference Center	Kane County Building Commission
• Classroom/Laboratory Addition	Capital Development Board
• Campus Master Plan	Local Funding
• Master Landscape Plan	Local Funding
• Advanced Business Technology Building	Local Funding
• Fountain Square Campus	Lease through Public Building Commission
• Maintenance Building	Local Funding
• Applied Technology Center Remodeling	Local Funding
• Library Remodeling	Local Funding
• Campus Expansion and access to Randall Road	Intergovernmental Agreement ½ Local funding - ½ City of Elgin

Projects	Funding Source
<i>Waubonsee Community College Sugar Grove, Illinois</i>	
• Collins Hall Remodeling	Kane County Building Commission, PBC
• Building A Remodeling	Kane County Building Commission, PBC
• Wiegle Hall Addition and Remodeling	Kane County Building Commission, PBC
• Masterplan for Campus Expansion	Local Funding
• Parking Lot Lighting Improvements	C.D.B. Capital Renewal Grant
• Landscape Master Plan	Local Funding
<i>Joliet Junior College, Joliet, Illinois</i>	
• Building Assessment Study	Local funding through Operating and Building Fund
<i>Morton Community College Cicero, Illinois</i>	
• Interiors Signage System	Operating Funds
<i>William Rainey Harper College Palatine, Illinois</i>	
• Performing Arts Center	Capital Development Board and Local Funding
• Business Conference Center	Capital Development Board and Local Funding
• Art Gallery	Local Funding
<i>Highland Community College Freeport, Illinois</i>	
• Student/Conference Center	Capital Development Board
<i>Rock Valley College Rockford, Illinois</i>	
• Research and Management Plan (RAMP)	Operating funds - leading to potential C.D.B. projects
<i>Spoon River Community College Canton, Illinois</i>	
• Research and Management Plan (RAMP)	Operating funds - leading to potential C.D.B. projects

3. Regarding compensation for services: The following proposed fees for Basic Services are expressed as a percentage of the actual construction costs, as per the State of Illinois, Capital Development Board Fee Schedule. The percentage does not include On-site Observation Services. We would propose creating an additional allowance for on-site observations to reflect the specific requirement of the project.

A. Given three (3) Protection, Health & Safety projects in one (1) year, each project costing \$200,000 what is your compensation, for each project, from design to certificate of completion.

We believe there would be a substantial savings to Sauk Valley if the three projects were packaged into one project of \$600,000 versus three of \$200,000. This would mean one bid package, one general contractor and one project for the architect and the college to manage during construction.

- Percentage for Basic Services for one \$600,000 project: **9.37%**
- Percentage for Basic Services for three \$200,000 projects: **11.06% (each project)**

B. Given two (2) Capital Development Board projects of \$150,000 each for one (1) year, what is your compensation for each projects, from design to certificate of completion.

Again, if it works for Sauk Valley College it would be cost effective to combine the two projects into one projects of \$300,000 verses two of \$150,000. For the same reasons expressed in "A" above.

- Percentage for Basic Services for one \$300,000 project: **10.66%**
- Percentage for Basic Services for two \$150,000 projects: **12.25% (each project)**

C. Given one (1) Illinois Community College Board projects, totaling \$3.6 million remodeling project, involving a portion of our permanent facility and one of our original "temporary" facilities, that includes offices, conference and classrooms, and no infrastructure, what is your compensation, for this project, from design to certificate of completion.

- Percentage for Basic Services for one \$3.6 million dollar project: **7.34%**

This percentage could vary with a more clear understanding of the project and represents a current understanding of the work from the descriptions given. We desire to do work for Sauk Valley Community College and would negotiate a compensation that would be agreeable to both the College and Burnidge Cassell Associates.

CLIENTS

MUNICIPAL

City of Elgin
City of St. Charles
City of Lockport
City of Batavia
City of DeKalb
Village of Niles
Village of Barrington
Village of Algonquin
Village of McHenry
Village of West Dundee
Village of South Elgin
Village of Barrington Hills
Village of Lemont
Village of Channahon
Village of Glendale Heights

RECREATIONAL

Dundee Township Park District
Park Ridge Recreation & Park District
Deerfield Park District
Morton Grove Park District
Batavia Park District
St. Charles Township Park District
Streamwood Park District
Elk Grove Park District
Carol Stream Park District
Crystal Lake Park District
Clyde Park District
Cantigny Golf and Tennis
Greater Elgin Area YMCA
Elgin YWCA
Kane County Forest Preserve District
Edgewood Golf Course
Elgin Country Club
Pinecrest Golf Club

EDUCATIONAL

Elgin School District
Kaneland School District
Yorkville School District
Elgin Community College
Highland Community College
Waubonsee Community College
Judson College
Northern Illinois University
Dundee Township Public Library
Gail Borden Public Library
Ella Johnson Memorial Library
Mokena Library

GOVERNMENTAL / INSTITUTIONAL

Illinois Capital Development Board
Illinois Department of Mental Health
Elgin Mental Health Center
Federal Aviation Administration
DeKalb County
Kane County
McHenry County
Elgin Township
Hanover Township
South Elgin Fire Protection District
McHenry Family Services
Well Child Conference
Elgin Development Corporation
Elgin Housing Authority
Neighborhood Housing Services of Elgin
United Charities of Chicago
McCormick Trust
Lutheran Social Services
McGraw Wildlife Foundation
Sherman Hospital
Saint Joseph Hospital

FINANCIAL

NBD Bank
First Community Bank
Amcore Bank
First National Bank of Dundee
Elgin Federal Savings
First Federal Savings of Elgin
First National Bank of Elgin
Larkin Bank
McHenry Savings Bank
First Federal of Ottawa

RELIGIOUS

Highland Avenue Church of the Brethren
Church of the Brethren Headquarters
Epworth United Methodist Church
Faith United Methodist Church
Salem Lutheran Church of Sandwich
York Center Church of the Brethren
Memorial United Methodist Church of Zion
First United Methodist Church of Dixon
First United Methodist Church of Dundee
Saint Charles Borromeo Church
Bethesda Church of God in Christ
First Congregational Church of Elgin
New Life Baptist Church
Church of the Redeemer
Shepherd of the Hills Lutheran Church

COMMERCIAL / INDUSTRIAL

First Card
Hamilton Partners
Melvin Simon Associates
Safety-Kleen Corporation
Seigle's Home and Building Centers
Four Winds Hospital
Gilbert Hill Health Care Services
McDonald's
Hoffer Plastics Corporation
Leaf River Mining Company
Hill-in-Dale Stables
W.R. Meadows Company
Hyatt Development Corporation
Heritage Village Auto Dealerships
Fox River Stone Company
Harig Products, Inc.
McGrath Acura
Illinois Hydraulic Construction Co.
Krack Corporation
Melahn Mining Company
Burnham Development Corporation
Big Timber Development Corporation
Blackhawk Builders, Inc.
Braley Builders
Pace Construction Company
Burnidge Properties
Seagren/Shales
The Branigar Organization
Burkhart and Oehlerking
Burnidge Brothers Development Co.
Colonial Enterprises
E.I. Biskind and Associates
Walker Parking Consultants
Knuth Builders
Repco, Inc.
Sentry Construction Company
Stolt and Egner Builders
Wencek Builders, Inc.
Williamsburg Homes, Inc.
Zange Builders
Bernat Development Company
Bongi Development Corporation
Boncosky Oil Company
Marison Company
Elgin Warehouse
Elgin Beverage Company
Tri-City Animal Hospital
Elgin Board of Realtors
Capsonic
Reliance Tool
Flexonics
Duraco Products
Classic Food Management (Wendy's)

Architecture

Land Planning

Landscape Architecture

Architectural Interiors

2425 Royal Boulevard

Elgin, Illinois 60123

Telephone 708.695.5840

Fax 708.695.6579

OTHER CONSIDERATIONS

1. A strong background in landscape architecture and master planning and has done several corporate conference centers and fine arts complexes.
2. Educational honors and awards in the last three years:

Capital Development Board, State of Illinois

- **1997/Thomas H. Madigan Award**
Outstanding Project Team Efforts
Elgin Community College, Elgin, Illinois
Lab and Classroom Addition

American Institute of Architects, National

- **1996/Citation for Healthcare Facilities Design** by Modern Healthcare and the IAI for Rock Creek Hospital, Lemont, Illinois

American Institute of Architects, Northeastern Illinois Chapter

- Selected as **Outstanding Architectural Firm** of Northeastern Illinois Chapter of the American Institute of Architects in 1996
- **1995 Merit in Architecture** for the Visual and Performing Arts Center, Elgin Community College
- **1997 Merit in Architecture** for the Lab and Classroom Addition, Elgin Community College

Illinois Association of School Boards

- **Honorable Mention Award for:**
Centennial Elementary School – U-46
Sycamore Trails Elementary School – U-46
Bartlett High School – U-46

For February Board Meeting
Held March 1, 1999

Agenda Item H-1

FACULTY TERM APPOINTMENTS

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

Charles Atchley

Patrick Land

Paul McMahon

Robertus Van Der Wege

RECOMMENDATION: It is recommended that the faculty indicated above be offered a new term appointment for the 1999-2000 year.

For February Board Meeting
Held March 1, 1999

Agenda Item H-2

FACULTY CONTINUING APPOINTMENTS

TENURE

Cindy Alfano
Glenn Bailey
Ed Beatty
Noel Berkey
Randall Bradshaw
Tom Breed
David Clydesdale
Jean Cogdall
Doris Cox
Pamela Cunningham
Dennis Day
Ross Dill
David Edelbach
Ernie Etter
Jerry Frana
Carl Gates
Chris Gehlbach
Betty Halgren
Leon Hamlin
Ron Happach
Ruth Hedstrom
Dale Heuck

Debi Hill
Mary Lou Kidder
Bev Kiele
Jolene Leseman
Janet Lynch
Kris Murray
Fred Nesbit
Ralph Pifer
Karen Pinter
Stephanie Schreiner
Steve Shaff
Stan Shippert
Bradley Smith
Robert Thomas
Jeanine Tufty
Kay Turk
John Wardell
Charles West
Robert Wharton
Peggy White
Judy Williamson

RECOMMENDATION: It is recommended that the faculty indicated above be offered a continuing appointment for the 1999-2000 year.

For February Board Meeting
Held March 1, 1999

Agenda Item H-3

FACULTY PROMOTIONS

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

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

PROMOTIONS RECOMMENDED

Judy Anderson	Assistant Professor to Associate Professor
Jerry Frana	Assistant Professor to Associate Professor
Judy Hill	Instructor to Assistant Professor
Mary Lou Kidder	Assistant Professor to Associate Professor
Patrick Land	Instructor to Assistant Professor
Kevin Megill	Assistant Professor to Associate Professor

RECOMMENDATION: It is recommended that the faculty nominated above be promoted as outlined, effective the fall of 1999.

SAUK VALLEY COMMUNITY COLLEGE

INFORMATION SYSTEMS

MEMORANDUM

To: Dr. Philip Gover

From: Walt Clevenger 

Date: November 23, 1998

Subject: Recommendation to Promote Judy Anderson to the Rank of Associate Professor and to Grant Tenure

This memorandum will serve as a formal recommendation to appoint Judy Anderson to the rank of associate professor and to grant tenure. The following information is offered in support of this recommendation:

1. Mastery of Subject Matter

Judy Anderson holds a Bachelor of Arts degree in History from Clarke College and a Master of Arts degree in Library Science from Northern Illinois University. She has completed additional class work at Northern Illinois University, Western Illinois University, and the University of Illinois. She has completed 30 hours beyond her masters degree.

2. Demonstrated Technical and Service Ability

Judy joined the faculty as a Public/Technical Service Librarian (Assistant Professor) in August of 1996. She has been quite thorough and analytical in her approach to infusing and implementing technology throughout the Learning Resource Center (LRC). Besides her involvement with technology, she does keep the learning process foremost in her operations.

3. Interest in Students as Individuals

When not working on the technical side of the LRC, she gives instruction to students who need help with reference materials and research projects. She is very knowledgeable when it comes to understanding a student's request for help and assistance.

4. Understanding of the Comprehensive Community College Program

She demonstrates an understanding of the community college mission. Judy Anderson serves on Instructional Technology Committee.

5. Potential for Continued Professional Growth

Judy Anderson is continually attending seminars, workshops, and conferences in the field of library science. As the College continues to automate and infuse technology into the Learning Resource Center, the need to stay current will be paramount.

6. Number of Years in Present Rank

Judy Anderson was employed as an Assistant Professor in August 1996, therefore, this is her first promotion at Sauk Valley Community College. Judy Anderson has two years experience at Sauk Valley Community College and prior to coming to Sauk Valley she had worked in elementary, high school, public, and college libraries.

CC Judy Anderson

promja.99
personnel

SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES
MEMORANDUM

DATE: 10-19-98

TO: Richard Behrendt

FROM: Phil Gover *PS*

SUBJECT: Recommendation to promote Jerry Frana to the rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint Jerry Frana to the rank of associate professor. The following information is offered in support of this recommendation:

1. **Mastery of Subject Matter**

Jerry Frana holds a Bachelor of Science degree from Southern Illinois University. He has completed at least a total of 188.57 semester hours of College approved courses and workshops. He holds numerous certifications for his teaching field. Mr. Frana teaches courses in machine shop, industrial hydraulics, machining and manufacturing processes, and numerical control. The SVCC Faculty Contract (page 12) provides for promotion of faculty to the associate professor rank who have earned a total of 180 semester hours of college credit when they teach in those fields in which a graduate degree is not available. I believe Mr. Frana qualifies for promotion through this alternative option.

2. **Demonstrated Technical and Service Ability**

Jerry joined the faculty as an instructor in August of 1977. He has excelled in his ability to work with students and colleagues in the technical fields. He has infused technological applications into his teaching and lab assignments. He keeps student learning foremost in his professional activities.

3. Interest in Students as Individuals

Jerry has provided personal assistance to some students who were in need of financial help over the past 22 years at Sauk. He is very knowledgeable of the training needed for the various technical and apprentice fields. He continues to provide advisement to students regarding the proper match of courses with their expressed career goals. His work with Northwestern Steel and Wire as well as General Electric in Morrison has been exemplary. He has consistently gone beyond normal faculty expectations in accommodating requests from industry for courses both on campus and at their plant locations.

4. Understanding the Comprehensive Community College Program

Mr. Frana demonstrates an understanding of the community college mission. He currently serves on the Safety Committee and the Student Services Committee.

5. Potential for Continued Professional Growth

Jerry is continually attending seminars, workshops, and conferences in the technical fields. He is currently serving on a statewide skills standards committee for the ISBE. He has represented the College on statewide technical skills standards committees. He strives to keep himself and the College current in the technology fields.

6. Number of Years in Present Rank

Jerry Frana was promoted to assistant professor in 1983.

SAUK VALLEY COMMUNITY COLLEGE

173 IL Route 2, Dixon, IL 61021

(815) 288-5511

MEMORANDUM

TO: Dr. Phil Gover

FROM: Michael Seguin

DATE: November 3, 1998

SUBJECT: Recommendation In Support Of Tenure and Promotion Of
Judy Hill To The Rank of Assistant Professor

Mrs. Hill is an outstanding teacher and scholar who exemplifies the traits one hopes to find in tenured teachers holding the rank of assistant professor.

1. Mastery of Subject Matter

Mrs. Hill holds a Bachelors in Science in Family Social Service from Northern Illinois University, and masters degree in social work from University of Illinois at Urbana-Champaign. Her strong background has enabled her to establish the social work transfer program, enrich the human service programs and successfully recruit and mentor qualified adjunct faculty members.

2. Demonstrated Teaching Ability

During Mrs. Hill's three years of teaching at Sauk she has earned the respect of her colleagues and students for her skills in the classroom. She delivers interesting and informative lectures and includes a variety of classroom activities that requires students to be active learners.

3. Interest in Students as Individuals

Mrs. Hill demonstrates enthusiasm for her students in her conversations about them and in her teaching. In response, her students demonstrate interest and enthusiasm through their class participation.

4. Understanding of the Comprehensive Community College Program

Mrs. Hill, a Sauk graduate, demonstrates a sound interpretation of Sauk's comprehensive community college program. She realizes that the range of diversity in students' level of knowledge, abilities and academic preparation is wide. In recognition of this reality, she holds students to reasonable standards while providing extra help to those who struggle and encouragement and greater challenges to those students who are best served by greater challenges.

5. Potential for Continued Growth

Mrs. Hill has demonstrated her potential for growth. During the past three years she has developed her classroom teaching skills and successfully mastered various challenges in the area of curriculum development.

6. Meritorious Service

Mrs. Hill can be relied upon to meet and exceed expectations whether the responsibilities are in the classroom, on college committees, or in curriculum development. She reflects a good sense of priorities, relates in a warm and professional manner with students and demonstrates a willingness to go the extra mile whenever necessary.

7. Number of Years at Present Rank

Mrs. Hill has been an instructor of Human Services at Sauk Valley Community College since January 1996. Since then, she has excelled as explained in this document and is therefore deserving of tenure and a promotion.



October



MEMORANDUM

TO: Richard Behrendt
FROM: Philip Gover 
DATE: October 19, 1998
SUBJECT: Recommendation to promote Mary Lou Kidder to the Rank of Associate Professor

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

1. Mastery of Subject Matter

Mrs. Kidder graduated from Sauk Valley Community College with a Associate in Arts degree. She also graduated from Northern Illinois University with a Master of Science in Management Information Systems degree, a Bachelor of Science in Elementary Education degree, and is completing course work for a doctorate in education degree. She has completed 33 graduate hours beyond her master's degree.

2. Demonstrated Teaching Capability

Mrs. Kidder joined the faculty in 1994. She consistently receives excellent evaluations--student and administrative. With her training and experience she is a valuable member of our faculty.

3. Interest in Students as Individuals

Mrs. Kidder has good rapport with her students. Her approach to instruction is relaxed and friendly, and she spends many hours working with individuals in her area. She assists in the academic advisement program and usually participates in the registration process.

4. Understanding of the Comprehensive Community College

She demonstrates an exceptional understanding of the community college mission. Mary Lou has served on various college committees during her tenure and continues to serve as Chairperson of the Instructional Standards Committee.

5. Potential for Continued Professional Growth

Mrs. Kidder has completed appropriate and pertinent graduate education courses and specific Computer Information Systems workshops. Mary Lou and I have discussed additional course work that she might undertake. I am confident Mary Lou will continue professional growth activities in the future.

6. Meritorious Service

Mrs. Kidder has served the college exceptionally well as a member of the faculty. She has served on committees, assisted with registration and advising. She is committed to a quality education for students. Mary Lou has provided exemplary leadership while serving as Area Chairperson for the Computer Information Systems and Office & Administrative Services area.

7. Number of Years in Present Rank

Mary Lou Kidder received her current appointment in 1996.

bs

c: Mary Lou Kidder



October



MEMORANDUM

TO: Richard Behrendt
FROM: Philip Gover *PG*
DATE: October 19, 1998
SUBJECT: Recommendation to promote Patrick Land to the Rank of Assistant Professor

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

1. Mastery of Subject Matter

Mr. Land earned a Master of Science degree in Technology from Eastern Illinois University and a Bachelor of Science degree in Industrial Technology from the University of West Florida. He has completed additional work beyond his master's degree.

2. Demonstrated Teaching Capability

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

3. Interest in Students as Individuals

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

4. Understanding of the Comprehensive Community College

Patrick demonstrates an understanding of the Community College mission. Mr. Land has served on the Curriculum Committee and the Instructional Standards Committee.

5. Potential for Continued Professional Growth

Mr. Land attends professional conferences and workshops each year.

6. Meritorious Service

Mr. Land has served the college well as an instructor. He has assisted with advisement activities, curriculum development, and is developing a recruitment plan to increase student enrollment in his program.

7. Number of Years in Present Rank

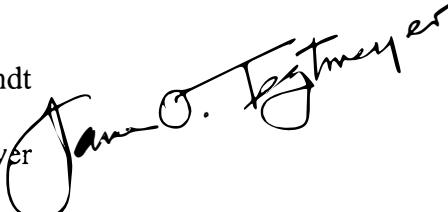
Patrick Land was employed as an Instructor of Technology in 1996. This is his first promotion at Sauk Valley Community College. Mr. Land has three years teaching experience with Sauk Valley Community College.

bs

c: Patrick Land

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

TO: Richard L. Behrendt

FROM: James O. Tegtmeyer
DATE: February 22, 1999
SUBJECT: Recommendation to Promote Kevin Megill to the Rank of Associate Professor

This memorandum will serve as a formal recommendation to appoint Kevin Megill to the rank of associate professor. The following information is offered in support.

1. Mastery of Subject Matter

Kevin Megill earned a baccalaureate in computer science from the University of New Mexico and a master's in computer science from Purdue University. Kevin has earned an additional 31 hours beyond his master's which entitles him for this recognition.

2. Demonstrated Technical and Service Ability

Kevin has developed two successful new networking courses, CIS 162 - Network Administration and CIS 164 - Network Design and Installation. He has worked with other instructors to select an updated set of texts for CIS 101 to bring the course more up to date. CIS 101 is important since it introduces our students to the entire curriculum in computer information systems. He continues to search for ways to update past courses and is part of an effort to develop a new series of courses for web page design.

3. Interest in Students as Individuals

Kevin has demonstrated his interest in students on numerous occasions. He has designed and offered specialized tutorial courses, and he has gone beyond his normal duties to meet student needs. He believes that "the most important avenue for helping students is to work with them on an individual basis". He has also started a computer club on campus.

4. Understanding of the Comprehensive Community College Program

Kevin has demonstrated his understanding of the community college mission by placing excellence in teaching as his number one goal. Moreover, he is willing and eager to work with the technological departments of local businesses to promote both the CIS program in particular and the college in general.

5. Potential for Continued Professional Growth

Mr. Megill plans to continue to develop the Novell NetWare courses, update programming courses, and explore teaching Java and Windows programming.

6. Number of Years in Present Rank

Kevin Megill was employed as an Assistant Professor in August of 1996. This is his first promotion at Sauk Valley Community College. Prior to coming to Sauk, he taught computer science at Dickinson State University in Dickinson, North Dakota and was a teaching assistant at Purdue University.

n
attachments

For February Board Meeting
Held March 1, 1999

Agenda Item H-4

FACULTY NEW CONTINUING APPOINTMENT

TENURE

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

Judy Anderson

David Breen

Judy Hill

Janet Matheney

Kevin Megill

Steve Nunez

Deb Okey

RECOMMENDATION: It is recommended that the faculty indicated above be offered a continuing appointment (tenure) for the 1999-2000 year.

For February Board Meeting
Held March 1, 1999

Agenda Item H-5

PART-TIME FACULTY

The administration is recommending the following part-time instructors for Board approval:

Darren Hibbard Humanities

Joseph Popp Humanities

RECOMMENDATION: Board approval of the instructors listed above.

For February Board Meeting
Held March 1, 1999

Agenda Item H-6

SABBATICAL LEAVE REQUEST

The ~~Sabbatical Leave Committee~~ is recommending that Steve Shaff be granted a Sabbatical Leave for the fall of 1999.

spring 2000

RECOMMENDATION: Board approval of a Sabbatical Leave for Steve Shaff for the 1999 fall semester.

spring 2000

SAUK VALLEY COMMUNITY COLLEGE

MEMORANDUM

To: Steve Shaff

From: Sabbatical Leave Committee

Dr. Charles Atchley
Tom Gospodarczyk
Dr. Karen Pinter

Walt Clevenger
Dick Holtam

Curt Devan
Kris Murray

Date: February 16, 1999

Subject: Recommendation for Sabbatical Leave

The Sabbatical Leave Committee is pleased to inform you that we have reviewed your request for a sabbatical leave and have recommended to Dr. Behrendt that your leave be granted. The Sabbatical Leave Committee suggests that at the end of your sabbatical you share a copy of your report with your fellow division members.

If you have any questions, please feel free to contact one of us.

cc Dr. Richard Behrendt

sab99#7
d/sabbatical

Date: December 14, 1998

To: Dr. Richard Behrendt

From: Steve Shaff

RE: Sabbatical Leave

I would like to request a sabbatical leave for the spring semester, 2000 for the purpose of engaging in informal study to improve my competence in my teaching assignments in the mathematics department at Sauk Valley Community College. As the attached letters indicate, I have secured the opportunity to participate in an internship at the Illinois Mathematics and Science Academy. I believe this represents an extraordinary opportunity to work with some of the finest mathematics students and mathematics educators in the nation. Although the Illinois Mathematics and Science Academy is a secondary institution, much of the IMSA mathematics coursework is collegiate in nature and exemplifies a model of excellence from which mathematics departments in both high schools and two-year colleges can learn a great deal.

A primary goal of the internship is to gain insight into the interconnectedness of various curricular components and their applications. In a typical semester at SVCC, I teach courses in algebra, geometry, and trigonometry. Many of the courses in the IMSA mathematics curriculum, written by IMSA faculty, integrate all of these topics in a manner that require students to apply the mathematics they learn in interesting and challenging ways that go beyond standard curricula. Such materials place an emphasis on spiral review and on solving nonroutine problems that connect various curricular strands. An outstanding model, the IMSA curriculum reflects the high standards set forth by many state and national mathematics education reform efforts. By having the opportunity to teach and/or assist IMSA students and faculty in an environment that utilizes this approach, I will be in a better position to help other SVCC mathematics instructors connect key components of our own curriculum and to create learning activities that will engage our students in quality mathematics that they will find meaningful and relevant to their program of study.

A second goal is to identify and practice some teaching strategies used by a variety of award-winning mathematics educators and, where possible, incorporate them into my own teaching at SVCC. With the addition of two new courses, Math for Elementary Teachers I and II (MAT 110, 111) to the SVCC mathematics curriculum, I believe it is especially important that instructors of these courses keep abreast of current trends in the teaching of mathematics and employ sound teaching methods that are worthy of emulating. One of the best ways to develop these skills is to observe and practice the skills that master teachers use. Nearly all of the faculty at IMSA are nationally recognized, highly acclaimed authors, speakers, and scholars who know how to motivate students to do their best work and to be successful. Because I would be assisting these faculty in a variety of tasks on a regular basis, I will have many opportunities to observe their teaching and practice some of their methods. As a result, I will gain new insight into my own teaching practices. I am especially interested to see how IMSA faculty facilitate student discussion through the use of questioning, how they address various learning styles, how they incorporate the use of technology, and how they utilize class time. Such insight will allow me to be more effective in my own teaching and will ultimately benefit SVCC students, especially those planning to be teachers themselves.

A final goal of the internship is to enrich my knowledge of mathematics and to enhance my own mathematical problem solving skills. Because IMSA attracts some of the nation's most talented mathematics students, the curriculum includes a number of rigorous elective courses that address interesting topics not usually addressed in most colleges or secondary schools. Advanced courses in geometry, number theory, calculus, and problem solving allow students to explore the more complex facets of these subjects that can become powerful tools when employed on state and national mathematics competitions. As part of my experience, I would have the opportunity to observe, and possibly help teach, some of these classes as well as assist the prestigious IMSA Math Team as they prepare for the many competitions in which they participate. As a result, I will return to SVCC with a deeper understanding of the finer points of my subject area and will be able to share this knowledge with SVCC students and faculty.

It should be noted that I would be receiving no payment by IMSA for this arrangement. Thank you for your consideration.

For February Board Meeting
Held March 1, 1999

Agenda Item H-7

EARLY RETIREMENT REQUEST

We have received the attached request for early retirement from Jean L. Cogdall, Professor of Electronics, effective May, 2000.

RECOMMENDATION: Board approval of the early retirement request from Jean L. Cogdall, Professor of Electronics, effective May, 2000.

January 28, 1999

Dr. Richard Behrendt
President
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61081

Dear Dr. Behrendt:

I am submitting a request for retirement effective May, 2000, under the Early Retirement Program listed in the Full-Time Faculty Handbook.

To qualify for eligibility in the Early Retirement Program, the Handbook states:

“This program shall be open to all full-time College employees:

- a) who are at least fifty-five years of age but who have not reached sixty years of age on the date of retirement.” (My age will be 59 on the date of retirement.)
- b) “who have 10 or more years of service at Sauk Valley Community College,” (I will have completed 16 years of service at Sauk Valley Community College as of the retirement date.)
- c) “who have been employed by the College on a full-time basis during each of the two years preceding the date which their early retirement shall commence.” (I have been a full-time teacher for all 16 years of employment at Sauk Valley Community College.)

Thank you for your consideration of my request.

Sincerely yours,



Jean L. Cogdall
Professor of Electronics

For February Board Meeting
Held March 1, 1999

Agenda Item I-1

APRIL SPECIAL MEETING DATE
to
CANVASS ELECTION RESULTS

The Trustee Election will be held on Tuesday, April 13, 1999 and the last day to canvass is Tuesday, April 20. In order to canvass the results and declare the winners, the Board will have to schedule a special meeting (which could be a noon lunch) on one of the following dates:

Thursday, April 15, 1999

Friday, April 16, 1999

Monday, April 19, 1999

Tuesday, April 20, 1999

RECOMMENDATION: Appropriate action.

For February Board Meeting
Held March 1, 1999

Agenda Item I-2

BOARD POLICY 104.01 (FIRST READING)

Board Policy 104.01 addresses adopting, rescinding and revising Board policies. It has been suggested that this policy be amended to include statutory changes that do not involve substantive changes of law. The attached is the suggested wording for the addition to this policy.

RECOMMENDATION: Board approval of the attached changes (first reading) to Board Policy 104.01 Adopting, Rescinding and Revising Board Policies.



WARD, MURRAY, PACE & JOHNSON, P.C.
LAW OFFICES

PHILIP H. WARD, JR.
DAVID E. MURRAY
OLE BLY PACE III
LAURENCE F. JOHNSON
ROBERT E. BRANSON
MARK E. ZUMDAHL
RICHARD A. PALMER
JOSEPH E. HEATON, JR.
PAUL A. OSBORN

202 EAST FIFTH STREET
P. O. BOX 400
STERLING, ILLINOIS 61081

STERLING (815) 625-8200
DIXON (815) 284-8200
MILLEDGEVILLE (815) 225-7300
FAX (815) 625-8363

JAMES L. REESE
THOMAS L. SANDERS
JOHN A. GUZZARDO
JAMES N. BERGMAN
LISA A. TREVIRANUS
DANIEL C. HAWKINS
TIMOTHY B. ZOLLINGER
ROBERT T. LESAGE III
ROBERTA S. DILLON

January 20, 1999

Dr. Richard Behrendt
President
SAUK VALLEY COMMUNITY COLLEGE
173 Illinois Route 2
Dixon, IL 61021

Re: Statutory Reference Changes in Board Policies

Dear Richard:

At the last board meeting, Trustee Bob Thompson noted that one of the policies up for general review included some incorrect statutory citations. He correctly noted that the policy should have accurate statutory citations.

A change in a statutory citation due to recodification or relocation of a statute is not a substantive change. The Board Policy 104.01 E is the Board's current provision regarding mere nomenclature and incidental changes to policy. The purpose for this provision is to avoid the necessity of the multiple readings, etc., and to deal practically with changes that do not effect any change in the Board's actual policy. That policy provision does not address changes in statutory citations. You might want to consider whether, instead of going through the Board policies to locate inaccurate statutory citations, etc. and then having appropriate first and second readings, etc., that Policy 104.01 E be amended to include statutory changes that do not involve substantive changes of law. Then, as a situation needing correction appears, the Board can simply take care of it on a roll call vote. A quick draft of additional language for 104.01 E could be, (starting with the last sentence of 104.01 E) "...(iii) in the event of change of statutory citation, the statutory citation may be changed, provided no substantive change in law or policy is reflected by the change in citation."

Just a thought.

Very truly yours,

WARD, MURRAY, PACE & JOHNSON, P.C.

By

Ole Bly Pace III

OBP:vh

104.01 Adopting, Rescinding and Revising Board Policies

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

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

3/23/81

3/23/87

5/21/90

BOND INVESTMENTS

bility, Protection & Settlement	District Columbia	4.60	06-01-99	49,768.83
bility, Protection & Settlement	Federal Farm Credit Bank	4.20	11-03-99	454,899.87
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 II 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	<u>154,620.03</u>
SUBTOTAL BONDS				\$5,011,183.07

TOTAL INVESTMENTS\$10,511,183.07

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY
DATE 3-2-99

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 March 2, 1999

CHECKING ACCOUNTS

			INTEREST	
<u>INTEREST BEARING ACCOUNTS</u>		<u>FINANCIAL INSTITUTION</u>	<u>RATE</u>	<u>AMOUNT</u>
General Account		Sterling Federal, Sterling	3.86	\$572,201.19
Bookstore Account		Sterling Federal, Sterling	3.76	169,103.17
Illinois Public Treasurers		Mercantile Bank,		
Investment Pool		Springfield	4.72	<u>1,265,868.96</u>
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS				2,007,173.32
<u>NON-INT. BEARING ACCOUNTS</u>		<u>FINANCIAL INSTITUTION</u>		
Restricted		Sterling Federal, Sterling		192,540.81
Insurance Account		Sterling Federal, Sterling		0.00
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS				192,540.81
<u>MONEY MARKET</u>				
ABN-AMRO Investment Services, Inc.			4.46	<u>36,458.77</u>
SUBTOTAL MONEY MARKET FUNDS				36,458.77
TOTAL CHECKING ACCOUNTS				<u>\$2,236,172.90</u>

INVESTMENTS

<u>FUND</u>	<u>INANCIAL INSTITUTION</u>	<u>RATE</u>	INTEREST	<u>RENEWAL</u>	<u>DATE</u>	<u>AMOUNT</u>
Educational Fund	Mercantile Bank, Sterling	5.15		12-09-99		\$ 400,000.00
Operations & Maintenance	First National Bank, Amboy	5.97		10-13-99		100,000.00
Protection, Health & Safety	Union Bank, Tampico	5.02		06-03-99		400,000.00
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
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		<u>1,000,000.00</u>
SUBTOTAL INVESTMENTS						\$ 5,500,000.00

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 1, 1999

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-35	
General Operating Funds	\$1,852,837.08
Pages 36-39	
Restricted Fund	312,712.62
Pages 40-43	
Bookstore	<u>73,237.73</u>
TOTAL	<u>\$2,238,787.43</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

John M. S.
PRESIDENT

M. Johnson
SECRETARY

DATE

3-1-85

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/22/99 To 01/22/99

RUN DATE: 02/23/99
TIME: 9:45 AM
PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Raynor Garage Doors	Education Fund		Tuition Billed to Employer		285.00
Illinois Department of Rehabil	Education Fund		Rehabilitation Dors- Summer		525.00
VanderWege, Robertus J.	Education Fund		Foundation Expense		67.00
Bailey, Amy L.	Education Fund		Accounts Payable		1,259.52
Cain, Patricia L.	Education Fund		Accounts Payable		1,680.00
Charleston, Marissa L.	Education Fund		Accounts Payable		10.00
Duffy, Jamie L.	Education Fund		Accounts Payable		10.00
Feary, Brandi L.	Education Fund		Accounts Payable		24.00
Feary, Kimberly S.	Education Fund		Accounts Payable		138.00
Fliss, Patricia A.	Education Fund		Accounts Payable		56.00
Froeter, Jennifer L.	Education Fund		Accounts Payable		10.00
Grygiel, Nina M.	Education Fund		Accounts Payable		194.00
Hall, Skeeter A.	Education Fund		Accounts Payable		138.00
Howard, Amber R.	Education Fund		Accounts Payable		10.00
Hummel, Vince M.	Education Fund		Accounts Payable		49.00
Jones, Renee	Education Fund		Accounts Payable		922.16
Kurfiss, Charlotte	Education Fund		Accounts Payable		34.37
Lang, Jeremy D.	Education Fund		Accounts Payable		203.00
Larson, Kelly J.	Education Fund		Accounts Payable		10.00
Leffelman, Jamie A.	Education Fund		Accounts Payable		138.00
Leifheit, Daniel A.	Education Fund		Accounts Payable		184.00
Manzano, Tiffany A.	Education Fund		Accounts Payable		5.00
Mertes, Elliott M.	Education Fund		Accounts Payable		71.00
Miller, Jan M.	Education Fund		Accounts Payable		276.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/22/99 To 01/22/99

RUN DATE: 02/23/99
 TIME: 9:45 AM
 PAGE: 2

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Newcomer, Shari R.	Education Fund		Accounts Payable		138.00
Ngo, Thinh D.	Education Fund		Accounts Payable		359.24
Phillips, Michael P.	Education Fund		Accounts Payable		39.30
Ruth, Shane M.	Education Fund		Accounts Payable		10.00
Sobottka, Sara R.	Education Fund		Accounts Payable		10.00
Stauffer, Timothy D.	Education Fund		Accounts Payable		10.00
Sterenberg, Jean R.	Education Fund		Accounts Payable		10.00
Tabor, Misty L.	Education Fund		Accounts Payable		3.00
Wallace, Suzanne R.	Education Fund		Accounts Payable		15.00
Wallingford, Karrie L.	Education Fund		Accounts Payable		10.00
Welker, Kristine M.	Education Fund		Accounts Payable		61.00
Groharing, Richard B.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	49.30
Anderson, Sandra	Education Fund	Dean of Corp Comm Serv	Conference/Meeting Expense	Academic Administration & Planni	32.50
Dale, Julie	Education Fund	Community Education	Consultants	Community Education	171.50
Auditorium Theatre	Education Fund	Trips & Tours	Other	Community Service	449.92
Livent (US) Inc	Education Fund	Trips & Tours	Other	Community Service	2,258.00
CurtinCalls	Education Fund	Director of Health Careers Ed	Publications and Dues	Health Occupational	49.95
Kerber, Joan E.	Education Fund	VP- Student Services	Conference/Meeting Expense	Executive Management	21.76
SCT Software & Resource Mgmt C	Education Fund	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Administration	475.00
	Education Fund	Business Office	Conference/Meeting Expense	Fiscal Operations	475.00

					950.00
Wardell, Leah	Education Fund	Counseling	Office Supplies	Counseling & Career Guidance	31.86
Techni-Tool	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	157.00
Commonwealth Edison	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	176.36
Gospodarczyk, Thomas J.	Corporate Services	Corporate Services Admin.	Conference/Meeting Expense	Other	328.32

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/22/99 To 01/22/99

RUN DATE: 02/23/99
TIME: 9:45 AM
PAGE: 3

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Drane, Paula	Child Care Center	Child Care Center	Other Supplies	Child Care Center	49.66
Anderson, Kevin	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Blackburn, Jan	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Brady, Don	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Johannsen, Rick	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Norris, Rueben	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	10.00
Street, Jim	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Damhoff, Russ K.	Student Activities	Men's Basketball	Other Conference & Meeting	Student Organizations	469.87
Leseman, Jolene K.	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	150.15
	Student Activities	Women's Softball	Other Conference & Meeting	Student Organizations	212.61

					362.76
Kramer Entertainment Agency, I	Student Activities	Student Activities	Consultants	Student Organizations	1,600.00
Balfantz, Gary	Student Activities	Drama	Other Materials and Supplies	Student Organizations	158.62
Murray, Kris A.	Student Activities	Madrigal	Other Materials and Supplies	Student Organizations	121.92
Voss, Rachel D.	Student Loan		Student Loans		300.00
Mull, Robert W.	Student Loan		Student Loans		150.00
Owens, Kimberly R.	Student Loan		Student Loans		150.00
Illinois Department Employment	Liability, Protection & Settleme	Risk Management	Unemployment Insurance	General Institutional	1,624.74
Chino, Angel	Liability, Protection & Settleme	Safety & Security	Tuition Reimbursement	Campus Security	728.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 4

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Smith Trust & Savings Bank	Education Fund		Time Deposits		200,000.00
Elevator Construction Co Inc	Education Fund		Foundation Expense		255.00
Hardwood Connection	Education Fund		Foundation Expense		1,047.00
	Education Fund		Foundation Expense		222.12
	Education Fund		Foundation Expense		485.82

					1,754.94
Menards	Education Fund		Foundation Expense		49.99
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	43.85
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	185.91
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	119.07
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	27.87
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	36.52
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	60.67
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	260.96
	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	43.97
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	14.26
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	25.27
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	105.45

					973.79
Illinois Department of Revenue	Education Fund		State Withholding Payable		6,839.65
Illinois Department of Revenue	Education Fund		State Withholding Payable		7,082.58
State Universities Retirement	Education Fund		SURS Payable		22,137.52
State Universities Retirement	Education Fund		SURS Payable		21,911.69
Select Employees Credit Union	Education Fund		Credit Union Payable		23,437.22
Select Employees Credit Union	Education Fund		Credit Union Payable		23,137.22
SVCC Faculty Association	Education Fund		Faculty Association Payable		1,373.70
SVCC Faculty Association	Education Fund		Faculty Association Payable		1,373.70
Joel A. Kagann, Circuit Court	Education Fund		Wage Garnishment Payable		130.00
Lydia S. Meyer, Trustee	Education Fund		Wage Garnishment Payable		125.00
Minnesota Child Support Paymen	Education Fund		Wage Garnishment Payable		268.80
Internal Revenue Service	Education Fund		Wage Garnishment Payable		62.06

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 5

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Joel A. Kagann, Circuit Court	Education Fund		Wage Garnishment Payable		130.00
Lydia S. Meyer, Trustee	Education Fund		Wage Garnishment Payable		125.00
Minnesota Child Support Paymen	Education Fund		Wage Garnishment Payable		268.80
United Way of Dixon	Education Fund		United Way Payable		77.98
United Way of Sterling-Rock Fa	Education Fund		United Way Payable		60.84
United Way of Dixon	Education Fund		United Way Payable		77.98
United Way of Sterling-Rock Fa	Education Fund		United Way Payable		60.84
Trustmark Insurance	Education Fund		Optional Life Insurance		795.09
Trustmark Insurance	Education Fund		Optional Life Insurance		795.09
Illinois Mutual	Education Fund		Optional Disability Insurance		27.26
Illinois Mutual	Education Fund		Optional Disability Insurance		20.57
SVCC Foundation	Education Fund		Foundation Payable		10.00
SVCC Foundation	Education Fund		Foundation Payable		10.00
American Express Financial Adv	Education Fund		American Express		255.00
American Express Financial Adv	Education Fund		American Express		255.00
Equitable Life Assurance	Education Fund		Equitable		132.00
Equitable Life Assurance	Education Fund		Equitable		132.00
Putnam Retirement Plan Service	Education Fund		Putnam		500.00
Putnam Retirement Plan Service	Education Fund		Putnam		500.00
Farmers New World Life Insuran	Education Fund		Farmers New World Life		25.00
Farmers New World Life Insuran	Education Fund		Farmers New World Life		25.00
Federal Life Insurance Company	Education Fund		Federal Life		20.00
Federal Life Insurance Company	Education Fund		Federal Life		20.00
Franklin Life Insurance Compan	Education Fund		Franklin Life		803.34

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 6

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Franklin Life Insurance Compan	Education Fund		Franklin Life		803.34
Horace Mann Insurance Company	Education Fund		Horace Mann		25.00
Horace Mann Insurance Company	Education Fund		Horace Mann		25.00
Northern Life Insurance Compan	Education Fund		Northern Life		85.00
Northern Life Insurance Compan	Education Fund		Northern Life		85.00
TIAA/CREF	Education Fund		TIAA/ CREF		6,407.47
TIAA/CREF	Education Fund		TIAA/ CREF		6,307.47
Waddell & Reed, Inc	Education Fund		Waddell & Reed		175.00
Waddell & Reed, Inc	Education Fund		Waddell & Reed		175.00
Main Stay Funds	Education Fund		Main Stay Fund		75.00
Main Stay Funds	Education Fund		Main Stay Fund		75.00
Capital Guardian Trust Company	Education Fund		Capital Guardian Trust		375.00
Capital Guardian Trust Company	Education Fund		Capital Guardian Trust		375.00
Vanguard Fiduciary Trust Compa	Education Fund		Vanguard		500.00
Vanguard Fiduciary Trust Compa	Education Fund		Vanguard		500.00
Variable Annuity Life Insuranc	Education Fund		Valic		360.00
Variable Annuity Life Insuranc	Education Fund		Valic		360.00
Anderson, Theresa	Education Fund		Accounts Payable		300.00
	Education Fund		Accounts Payable		1,307.07

					1,607.07
Baumgartner, Kelli A.	Education Fund		Accounts Payable		350.00
Blevins, Matt K.	Education Fund		Accounts Payable		851.52
Boer, Nicole R.	Education Fund		Accounts Payable		750.00
Boyer, Andrea L.	Education Fund		Accounts Payable		750.00
Clark, Kristina J.	Education Fund		Accounts Payable		475.00

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 7

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Feldner, Edward J.	Education Fund		Accounts Payable		685.00
	Education Fund		Accounts Payable		720.00

					1,405.00
Folk, Melissa J.	Education Fund		Accounts Payable		250.00
Fulkerson, Leslie L.	Education Fund		Accounts Payable		418.07
Gladney, Brenda D.	Education Fund		Accounts Payable		18.71
	Education Fund		Accounts Payable		18.71
	Education Fund		Accounts Payable		-18.71
	Education Fund		Accounts Payable		1,680.00

					1,698.71
Goodman, Kevin D.	Education Fund		Accounts Payable		437.52
Herchenbach, Krista	Education Fund		Accounts Payable		251.94
Ikens, Toni L.	Education Fund		Accounts Payable		300.00
	Education Fund		Accounts Payable		1,093.51

					1,393.51
Kent, Erin R.	Education Fund		Accounts Payable		250.00
Kline; Kimberly J.	Education Fund		Accounts Payable		472.38
Maxwell, Elizabeth A.	Education Fund		Accounts Payable		10.00
Morgan, Jennifer L.	Education Fund		Accounts Payable		1,248.00
O'Neal, Tanya M.	Education Fund		Accounts Payable		291.00
Polлом, Kristy A.	Education Fund		Accounts Payable		250.00
Raab, Renee S.	Education Fund		Accounts Payable		1,259.52
Rodefer, Joy M.	Education Fund		Accounts Payable		600.00
Rodriguez, Jason M.	Education Fund		Accounts Payable		296.00
Rosquist, Melissa S.	Education Fund		Accounts Payable		92.00
Schaefer, Janda S.	Education Fund		Accounts Payable		250.00
Schmoe, Bradley E.	Education Fund		Accounts Payable		47.68

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 7

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Sprenger, Stephanie A.	Education Fund		Accounts Payable		1,259.52
Steder, Jeffrey T.	Education Fund		Accounts Payable		692.52
Stephenson, Brian V.	Education Fund		Accounts Payable		1,259.52
Wager, Heidi L.	Education Fund		Accounts Payable		250.00
Williams, Angela S.	Education Fund		Accounts Payable		230.00
Agcaoili, Michael B.	Education Fund		Accounts Payable		61.00
Andreas, Quinn	Education Fund		Accounts Payable		61.00
Apple, Saranne T.	Education Fund		Accounts Payable		92.00
Bartelt, Jennifer L.	Education Fund		Accounts Payable		552.00
Bohms, Brenda L.	Education Fund		Accounts Payable		156.40
Brandon, Mary E.	Education Fund		Accounts Payable		92.00
Capp, Andrew J.	Education Fund		Accounts Payable		110.40
Cardwell, Cynthia J.	Education Fund		Accounts Payable		138.00
Castro, Erin L.	Education Fund		Accounts Payable		51.00
Chavira, Jaziel A.	Education Fund		Accounts Payable		331.20
Cobane, Carrie A.	Education Fund		Accounts Payable		291.00
Crofts, Heather R.	Education Fund		Accounts Payable		122.40
Curtis, Joyce	Education Fund		Accounts Payable		92.00
Egan, Gary R.	Education Fund		Accounts Payable		46.00
Feeary, Brandi L.	Education Fund		Accounts Payable		63.20
Fell, Stephanie	Education Fund		Accounts Payable		98.00
Frank, Timothy S.	Education Fund		Accounts Payable		220.80
Fulkerson, Jada A.	Education Fund		Accounts Payable		39.40
Full, Donna J.	Education Fund		Accounts Payable		192.00

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 7

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Galloway, Kari K.	Education Fund		Accounts Payable		148.80
Garland, Kim M.	Education Fund		Accounts Payable		110.40
Harms, Amy L.	Education Fund		Accounts Payable		153.00
Harshman, Chad E.	Education Fund		Accounts Payable		414.00
Henry, Mitchell R.	Education Fund		Accounts Payable		429.00
Herrera, Norma J.	Education Fund		Accounts Payable		177.80
Hill, Mark W.	Education Fund		Accounts Payable		85.60
Hofmaster, Nicole L.	Education Fund		Accounts Payable		122.40
Hussey, Danielle D.	Education Fund		Accounts Payable		138.00
Huyett, Matthew J.	Education Fund		Accounts Payable		61.00
Johnson, Robert A.	Education Fund		Accounts Payable		148.00
Karlovic, William J.	Education Fund		Accounts Payable		43.00
Kelly, Faith M.	Education Fund		Accounts Payable		46.00
Koenck, Melissa L.	Education Fund		Accounts Payable		122.40
Koenig, Michael J.	Education Fund		Accounts Payable		10.00
Kuncl, Lanij	Education Fund		Accounts Payable		107.00
Lloyd, Lisa M.	Education Fund		Accounts Payable		498.40
Loy, Terry H.	Education Fund		Accounts Payable		110.40
Lubbs, Carol A.	Education Fund		Accounts Payable		143.00
Marquis, Bryce E.	Education Fund		Accounts Payable		584.00
McMillion, Danielle M.	Education Fund		Accounts Payable		110.40
Moore, Julie C.	Education Fund		Accounts Payable		263.62
Moore, Justin H.	Education Fund		Accounts Payable		248.40
Mucci, Dom A.	Education Fund		Accounts Payable		269.60

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 15

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Mull, Robert W.	Education Fund		Accounts Payable		638.04
Nally, Scot W.	Education Fund		Accounts Payable		147.20
O'Brien, Jayni J.	Education Fund		Accounts Payable		110.40
O'Neal, Michelle L.	Education Fund		Accounts Payable		92.00
O'Reilly, Juanita E.	Education Fund		Accounts Payable		110.40
Ogle, Rebecca K.	Education Fund		Accounts Payable		46.00
Osborne, Sarah E.	Education Fund		Accounts Payable		46.00
Park, Lyndsay M.	Education Fund		Accounts Payable		12.00
Partington, Jesse P.	Education Fund		Accounts Payable		1.20
Pashon, Edward E.	Education Fund		Accounts Payable		630.72
Pettorini, Roxanne M.	Education Fund		Accounts Payable		46.00
Pyse, Courtney M.	Education Fund		Accounts Payable		10.00
Quinn, Scott C.	Education Fund		Accounts Payable		122.40
Reddy, Suguna C.	Education Fund		Accounts Payable		122.40
Reitzel, Daehle R.	Education Fund		Accounts Payable		230.00
Reuter, Steven R.	Education Fund		Accounts Payable		72.00
Ridgway, Mark E	Education Fund		Accounts Payable		75.20
Robertson, Kimberly J.	Education Fund		Accounts Payable		138.00
Rogers, Theresa	Education Fund		Accounts Payable		92.00
Rowley, Nicklaus D.	Education Fund		Accounts Payable		153.00
Saaijenga, Brenda L.	Education Fund		Accounts Payable		110.40
Sandschafer, Charles C.	Education Fund		Accounts Payable		333.00
Saunders, Julie M.	Education Fund		Accounts Payable		122.40
Schaver, Emily K.	Education Fund		Accounts Payable		138.00

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 11

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Shaw, Howard J.	Education Fund		Accounts Payable		95.40
Simpson, Timothy M.	Education Fund		Accounts Payable		1,260.48
	Education Fund		Accounts Payable		1,259.52

					2,520.00
Slager, Dennis A.	Education Fund		Accounts Payable		33.00
Slager, Elizabeth A.	Education Fund		Accounts Payable		15.00
Smith, Lora L.	Education Fund		Accounts Payable		61.00
Smither, Renae A.	Education Fund		Accounts Payable		46.00
Spaine, Thomas W	Education Fund		Accounts Payable		24.00
Staats, Jeremy G.	Education Fund		Accounts Payable		12.40
Stanley, Miranda D.	Education Fund		Accounts Payable		250.00
Sutton, Tasha J.	Education Fund		Accounts Payable		350.40
Templeman, Dorinna J.	Education Fund		Accounts Payable		192.00
Thompson, Koren N.	Education Fund		Accounts Payable		184.00
Thomson, Arlyn D.	Education Fund		Accounts Payable		4.80
Tompkins, Heidi	Education Fund		Accounts Payable		130.40
Vairo, Kathleen J.	Education Fund		Accounts Payable		240.00
	Education Fund		Accounts Payable		71.19

					311.19
Verhulst, Robb B.	Education Fund		Accounts Payable		39.20
Virnich, Jackie S.	Education Fund		Accounts Payable		230.00
Vos, Charlotte J.	Education Fund		Accounts Payable		15.00
Winge, Benjamin A.	Education Fund		Accounts Payable		110.40
Wosoba, Jennifer L.	Education Fund		Accounts Payable		122.40
Wright, Julie A.	Education Fund		Accounts Payable		110.40

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 12

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Beckman, Shane T.	Education Fund		Accounts Payable		844.00
Boss, Scott J.	Education Fund		Accounts Payable		1,325.00
Broderick, Melva J.	Education Fund		Accounts Payable		480.00
Camp, Paul B.	Education Fund		Accounts Payable		902.40
	Education Fund		Accounts Payable		902.40

					1,804.80
Canta, Reynaldo R.	Education Fund		Accounts Payable		45.92
Catron, Chastity L.	Education Fund		Accounts Payable		1,260.48
	Education Fund		Accounts Payable		1,259.52

					2,520.00
Denison, Jason	Education Fund		Accounts Payable		283.00
Deseno, Angela V.	Education Fund		Accounts Payable		675.00
Dilger, Laurie A	Education Fund		Accounts Payable		13.00
Floming, Brooke M.	Education Fund		Accounts Payable		1,275.00
Gear, Carrie M.	Education Fund		Accounts Payable		14.00
Green, Jennifer A.	Education Fund		Accounts Payable		624.00
Haan, Deborah K.	Education Fund		Accounts Payable		200.00
Kreps, Stephen A.	Education Fund		Accounts Payable		480.00
	Education Fund		Accounts Payable		213.00
	Education Fund		Accounts Payable		-301.00
	Education Fund		Accounts Payable		301.00

					693.00
Le, Truc-Oanh T.	Education Fund		Accounts Payable		375.00
Loos, Suzanne M.	Education Fund		Accounts Payable		100.00
Maldonado, Leah M.	Education Fund		Accounts Payable		269.00
Owen, Zackary W.	Education Fund		Accounts Payable		336.00
Pfile, Samuel L.	Education Fund		Accounts Payable		110.40

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Education Fund		Accounts Payable		-110.40
	Education Fund		Accounts Payable		110.40
Simpson, Timothy M.	Education Fund		Accounts Payable		730.00
Sotelo, Laura L.	Education Fund		Accounts Payable		395.97
Thrasher, Nicholas S.	Education Fund		Accounts Payable		975.00
	Education Fund		Accounts Payable		-975.00
	Education Fund		Accounts Payable		975.00
Todora, Christina M.	Education Fund		Accounts Payable		1,125.00
Wiebenga, Heather K.	Education Fund		Accounts Payable		1,440.00
Allen, Theresa C.	Education Fund		Accounts Payable		100.00
Beard, Amelia S.	Education Fund		Accounts Payable		46.00
Brandau, Faith	Education Fund		Accounts Payable		3.00
Cruse, Natalie A.	Education Fund		Accounts Payable		25.00
Divoky, Gertrude W.	Education Fund		Accounts Payable		3.00
Drane, Catherine D.	Education Fund		Accounts Payable		15.00
Duffy, Daniel J.	Education Fund		Accounts Payable		122.40
Elahmad, Raghda A.	Education Fund		Accounts Payable		5.00
Ellis, Jeff D.	Education Fund		Accounts Payable		12.00
Fassler, Robert C.	Education Fund		Accounts Payable		294.00
Fox, Monica S.	Education Fund		Accounts Payable		46.00
Frana, Linda A.	Education Fund		Accounts Payable		3.00
Green, Jennifer A.	Education Fund		Accounts Payable		624.00
Hackbarth, Paul H.	Education Fund		Accounts Payable		15.00
Hernandez, Delphine M.	Education Fund		Accounts Payable		1,680.00
	Education Fund		Accounts Payable		1,680.00

					3,360.00

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 14

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Hilliard, Anne	Education Fund		Accounts Payable		25.00
Hummel, Sara B.	Education Fund		Accounts Payable		138.00
Kari, Laurel M.	Education Fund		Accounts Payable		53.00
Koenig, Michael J.	Education Fund		Accounts Payable		552.00
Lenox, Ellwood	Education Fund		Accounts Payable		61.00
Martin, Angela K.	Education Fund		Accounts Payable		138.00
McCarty, Kimberly A.	Education Fund		Accounts Payable		192.00
McCoy, Mary J.	Education Fund		Accounts Payable		3.00
McCoy, Megan E.	Education Fund		Accounts Payable		15.00
McCoy, Sarah L.	Education Fund		Accounts Payable		3.00
Merrill, Penny S.	Education Fund		Accounts Payable		46.00
Monnier, Jason A.	Education Fund		Accounts Payable		925.00
Monnier, Leacy M.	Education Fund		Accounts Payable		36.80
Nesemeier, Bonnie S.	Education Fund		Accounts Payable		15.00
Pettorini, Joseph W.	Education Fund		Accounts Payable		46.00
Rains, Tracy L.	Education Fund		Accounts Payable		878.97
Richter, Shannon M.	Education Fund		Accounts Payable		100.00
Roen, Scott A.	Education Fund		Accounts Payable		304.00
Strange, Justin L.	Education Fund		Accounts Payable		138.00
Stengel, Anita	Education Fund		Accounts Payable		40.00
Straw, Nicholas M.	Education Fund		Accounts Payable		198.50
Wagner, Melissa M.	Education Fund		Accounts Payable		302.92
Williams, Kay L.	Education Fund Education Fund		Accounts Payable Accounts Payable		1,054.33 1,260.48

2,314.81

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 15

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Wolf, Eric L.	Education Fund		Accounts Payable		4 817.00
Ward, Murray, Pace, & Johnson,	Education Fund	Board of Trustees	Legal Services	Board of Trustees	1,705.00
	Education Fund	Board of Trustees	Legal Services	Board of Trustees	462.50
	Liability, Protection & Settlem	Risk Management	Legal Services	General Institutional	2,662.50
	Liability, Protection & Settlem	Risk Management	Legal Services	General Institutional	3,337.50

					8,167.50
Shawver Press Inc	Education Fund	Board of Trustees	Office Supplies	Board of Trustees	12.63
Sauk Valley Newspapers	Education Fund	Board of Trustees	Advertising	Board of Trustees	41.21
	Education Fund	College Relations	Advertising	Community Relations	350.00
	Education Fund	Other Institutional	Recruitment	General Institutional	29.80
	Education Fund	Other Institutional	Recruitment	General Institutional	57.60
	Education Fund	Other Institutional	Recruitment	General Institutional	61.20
	Student Activities	Voyager	Other Materials and Supplies	Student Organizations	465.16
	Student Activities	Voyager	Other Materials and Supplies	Student Organizations	268.08
	Booster Club	Booster Club	Other	Other	25.00

					1,298.05
American Express	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	135.66
	Education Fund	President	Conference/Meeting Expense	Executive Management	307.61

					443.27
Groharing, Richard B.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	234.00
Thompson, Robert J.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	37.05
Wolf, B.J.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	124.80
Consolidated Management Co	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	40.00
	Education Fund	President	Other Conference & Meeting	Executive Management	73.75
	Education Fund	Grant, Planning, & Research	Conference/Meeting Expense	Institutional Research	52.00
	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	23.95
	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	181.00
	Education Fund	Other Instructional	Instructional Supplies	Academic Administration & Planni	1,102.50
	Education Fund	Health & Personal Development	Conference/Meeting Expense	Community Service	18.95
	Education Fund	workforce prep	Conference/Meeting Expense	Customized Training	18.00
	Education Fund	Seminars	Conference/Meeting Expense	Customized Training	58.28
	Education Fund	Director of Health Careers Ed	Conference/Meeting Expense	Health Occupational	18.95
	Education Fund	Licensed Practical Nursing	Conference/Meeting Expense	Health Occupational	21.90
	Education Fund	Administrative Data Processing	Conference/Meeting Expense	Administrative Data Processing	36.25
	Education Fund	Personnel Office	Conference/Meeting Expense	Administrative Support Services	10.00
	Education Fund	Personnel Office	Other Conference & Meeting	Administrative Support Services	78.25
	Education Fund	Personnel Office	Other Conference & Meeting	Administrative Support Services	10.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 16

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Education Fund		Foundation Expense		47.25
	Operation and Maintenance Fund	Building and Grounds Administrat	Other Materials and Supplies	Administration	565.53
	Student Activities	Men's Baseball	Other Conference & Meeting	Student Organizations	26.50
	Booster Club	Booster Club	Other	Other	15.30
	Booster Club	Booster Club	Other	Other	259.71

					2,658.07
Behrendt, Richard	Education Fund	President	Other Employee Benefits	Executive Management	22.00
SBM Business Equipment Center	Education Fund	President	Office Supplies	Executive Management	67.75
	Education Fund	Information Center	Office Supplies	Others	27.50
	Education Fund	Information Center	Instructional Supplies	Others	22.67
	Education Fund	Other Instructional	Maintenance Services	Other	112.86
	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	24.51
	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	81.80
	Education Fund	Counseling	Maintenance Services	Counseling & Career Guidance	31.65
	Education Fund	Business Office	Maintenance Services	Fiscal Operations	58.22

					426.96
Unique Computer	Education Fund	President	Office Supplies	Executive Management	416.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	50.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	420.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	50.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	38.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	163.00
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	170.00
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	30.00
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	166.00
	Education Fund		Foundation Expense		7,425.00
	Operation and Maintenance Fund	Building and Grounds Administrat	Office Supplies	Administration	159.00
	Technology Fee	Technology Fee	Instructional Computer Equipment	Other	9,504.00

					18,591.00
Assn of Community College Trus	Education Fund	President	Conference/Meeting Expense	Executive Management	308.00
Behrendt, Richard	Education Fund	President	Conference/Meeting Expense	Executive Management	150.00
Rock River Country Club	Education Fund	President	Other Conference & Meeting	Executive Management	33.95
Lundstrom Florist	Education Fund	President	Other Conference & Meeting	Executive Management	35.00
Swartleys Florist	Education Fund	President	Other Conference & Meeting	Executive Management	43.00
National Council for Resource	Education Fund	College Relations	Publications and Dues	Community Relations	140.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 17

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Ashton Gazette	Education Fund	College Relations	Publications and Dues	Community Relations	15.00
Myron L Company	Education Fund	College Relations	Advertising	Community Relations	647.67
	Education Fund	College Relations	Advertising	Community Relations	226.08
					873.75
Ameritech	Education Fund	College Relations	Advertising	Community Relations	14.34
Shaff, Steven J.	Education Fund	College Relations	Advertising	Community Relations	270.00
Amboy News	Education Fund	College Relations	Advertising	Community Relations	32.00
	Education Fund	College Relations	Advertising	Community Relations	32.00
					64.00
Carroll County Review	Education Fund	College Relations	Advertising	Community Relations	44.00
	Education Fund	College Relations	Advertising	Community Relations	88.00
					132.00
Echo	Education Fund	College Relations	Advertising	Community Relations	24.00
Fulton Press Inc	Education Fund	College Relations	Advertising	Community Relations	80.00
GTE Directories	Education Fund	College Relations	Advertising	Community Relations	379.80
Ogle County Newspapers	Education Fund	College Relations	Advertising	Community Relations	48.80
Towne & Country Graphics Ltd	Education Fund	College Relations	Advertising	Community Relations	3,241.00
Walnut Leader	Education Fund	College Relations	Advertising	Community Relations	19.20
WIXN FM - WIXN AM	Education Fund	College Relations	Advertising	Community Relations	396.00
	Education Fund	College Relations	Advertising	Community Relations	570.40
					966.40
WLLR	Education Fund	College Relations	Advertising	Community Relations	455.00
	Education Fund	College Relations	Advertising	Community Relations	300.00
					755.00
WLWT	Education Fund	College Relations	Advertising	Community Relations	300.00
	Education Fund	College Relations	Advertising	Community Relations	300.00
					600.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 18

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
WNS Pub. News-Sentinel/The Rev	Education Fund	College Relations	Advertising	Community Relations	47.20
WSDR-AM	Education Fund	College Relations	Advertising	Community Relations	500.00
	Education Fund	College Relations	Advertising	Community Relations	750.00

					1,250.00
WXLP-FM-97X	Education Fund	College Relations	Advertising	Community Relations	315.00
	Education Fund	College Relations	Advertising	Community Relations	663.00

					978.00
WZOE	Education Fund	College Relations	Advertising	Community Relations	80.32
	Education Fund	College Relations	Advertising	Community Relations	80.32

					160.64
Lundgren's Inc	Education Fund	Information Center	Office Supplies	Others	7.09
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	27.96

					35.05
Corporate Office City	Education Fund	VP-Instructional Services	Office Supplies	Executive Management	7.04
	Education Fund	Dean of Arts, Social Sciences & P	Office Supplies	Academic Administration & Planni	9.99
	Education Fund	Learning Skills	Instructional Supplies	Remedial Studies	83.29
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	44.56
	Education Fund	VP- Administrative Services	Maintenance Services	Executive Management	216.00
	Education Fund	Business Office	Office Supplies	Fiscal Operations	22.55
	Education Fund	Business Office	Office Supplies	Fiscal Operations	3.49
	Education Fund	Business Office	Office Supplies	Fiscal Operations	9.98
	Education Fund	Business Office	Office Supplies	Fiscal Operations	20.95
	Education Fund	Business Office	Office Supplies	Fiscal Operations	60.95
	Education Fund	Business Office	Other Materials and Supplies	Fiscal Operations	31.84
	Education Fund	Business Office	Other Materials and Supplies	Fiscal Operations	20.80
	Education Fund	Business Office	Other Materials and Supplies	Fiscal Operations	20.95

					552.39
Gover, Phil	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	17.92
Illinois State University	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	30.00
Best Western Brandywine Lodge	Education Fund	Other Instructional	Conference/Meeting Expense	Academic Administration & Planni	78.12
Whiteside County Schools	Education Fund	Dean of Arts, Social Sciences & P	Consultants	Academic Administration & Planni	500.00
Seguin, Michael	Education Fund	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Academic Administration & Planni	91.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 19

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Seguin, Michael	Education Fund	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Academic Administration & Planning	83.87
Seguin, Michael	Education Fund	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Academic Administration & Planning	112.30
Budd, Christopher	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	50.00
Gericke, Cindy L.	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	50.00
Budd, Christopher	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	50.00
Hook, Amanda J.	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	50.00
Gericke, Cindy L.	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	50.00
VanderWege, Robertus J.	Education Fund	Art	Conference/Meeting Expense	Baccalaureate- Oriented Transfer	43.78
Hi Resolution	Education Fund	English	Instructional Supplies	Baccalaureate- Oriented Transfer	222.00
Vincent & Cheryle Gilbert	Education Fund	Music	Consultants	Baccalaureate- Oriented Transfer	225.00
Heritage Music Center Inc	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	7.36
	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	18.40

					25.76
Aramark Uniform Services Inc	Education Fund	Physical Education	Other Contractual Services	Baccalaureate- Oriented Transfer	98.88
	Education Fund	Physical Education	Other Contractual Services	Baccalaureate- Oriented Transfer	79.29

					178.17
Human Kinetics	Education Fund	Fitness Center	Instructional Supplies	Baccalaureate- Oriented Transfer	51.53
Hamlin, Albert L.	Education Fund	Criminal Justice	Conference/Meeting Expense	Business Occupational	215.58
Newsweek	Education Fund	Learning Skills	Instructional Supplies	Remedial Studies	684.00
Essex Computers	Education Fund	Computer Information Systems	Instructional Supplies	Business Occupational	145.00
Great Lakes Airgas Inc	Education Fund	HVAC	Instructional Supplies	Technical Occupational	4.55
	Education Fund	Clinical Laboratory Science	Maintenance Services	Health Occupational	8.90
	Education Fund	Clinical Laboratory Science	Maintenance Services	Health Occupational	16.00

					29.45
Happach, Ronald H.	Education Fund	HVAC	Conference/Meeting Expense	Technical Occupational	202.80
Carolina Biological Supply Co	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	40.44

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 26

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Carolina Biological Supply Co	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	26.95
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	16.63
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	11.88
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	173.48
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	73.72
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	69.40
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	80.70

					452.76
Ward's-Biology	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	222.91
Aldrich	Education Fund	Chemistry	Instructional Supplies	Baccalaureate- Oriented Transfer	19.88
Reliable	Education Fund	Dean of Corp Comm Serv	Office Supplies	Academic Administration & Planni	66.00
Sunny Travel Center	Education Fund	Senior Programs	Conference/Meeting Expense	Community Service	254.00
Meyers, Duane F	Education Fund	Health & Personal Development	Consultants	Community Service	87.50
Mongan, Connie	Education Fund	workforce prep	Consultants	Customized Training	800.00
Paper Direct Inc	Education Fund	Corporate Services Admin.	Office Supplies	Other	32.85
Gericke, Thomas H.	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	10.40
Dixon Area Chamber of Commerce	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	10.00
Walnut Chamber of Commerce	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	10.00
Johnson, Rosemary	Education Fund	Director of Health Careers Ed	Conference/Meeting Expense	Health Occupational	43.45
Coulter Corporation	Education Fund	Clinical Laboratory Science	Maintenance Services	Health Occupational	840.00
G & L Professional Services, I	Education Fund	Clinical Laboratory Science	Maintenance Services	Health Occupational	279.50
Fisher Scientific	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	426.86
	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	149.50
	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	387.87

					964.23
Remel L. P.	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	277.85
	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	346.11

					623.96
Quill Graphics	Education Fund	Clinical Laboratory Science	Publications and Dues	Health Occupational	35.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 21

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Board of Registry	Education Fund	Clinical Laboratory Science	Publications and Dues	Health Occupational	25.00
University of Illinois	Education Fund	Clinical Laboratory Science	Conference/Meeting Expense	Health Occupational	30.00
Family Care Medical	Education Fund	Associate Degree Nursing	Instructional Supplies	Health Occupational	51.50
Carondelet Management Institut	Education Fund	Associate Degree Nursing	Conference/Meeting Expense	Health Occupational	264.00
Southern Illinois University	Education Fund	Nurse Assistant	Consultants	Health Occupational	180.00
DeKroft-Metz and Co, Inc	Education Fund	Licensed Practical Nursing	Instructional Supplies	Health Occupational	346.67
Diagnostic Imaging Inc	Education Fund	Radiologic Technology	Maintenance Services	Health Occupational	60.00
	Education Fund	Radiologic Technology	Instructional Supplies	Health Occupational	65.20
	Education Fund	Radiologic Technology	Instructional Supplies	Health Occupational	477.83
					603.03
Illinois Department of Nuclear	Education Fund	Radiologic Technology	Maintenance Services	Health Occupational	30.00
Clevenger, Walter	Education Fund	Dean of Information Systems	Conference/Meeting Expense	Academic Administration & Planni	5.00
ABC-CLIO Inc	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	33.81
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	33.81
					67.62
Baker & Taylor	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	28.47
Baker & Taylor	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	102.87
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	263.57
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	20.94
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	495.65
					883.03
Gale Research	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	134.89
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	172.31
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	103.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	81.24
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	149.96
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	84.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	98.21

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 22

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	104.99
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	109.61
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	134.89
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.09
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	145.12
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	144.22
					2,615.34
Med Com Trainex	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	659.10
Salem Press Inc	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	54.25
Simon & Schuster	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	103.00
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	103.00
					206.00
West Publishing Company	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	150.00
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	169.50
					319.50
American Assn of Community Col	Education Fund	Learning Resource Center	Publications and Dues	Library Center	52.00
American Library Assn	Education Fund	Learning Resource Center	Publications and Dues	Library Center	165.00
Faxon Illinois Service Center	Education Fund	Learning Resource Center	Publications and Dues	Library Center	253.59
	Education Fund	Learning Resource Center	Publications and Dues	Library Center	134.47
					388.06
Illinois Historic Preservation	Education Fund	Learning Resource Center	Publications and Dues	Library Center	34.00
	Education Fund	Learning Resource Center	Publications and Dues	Library Center	12.00
					46.00
National Council for Learning	Education Fund	Learning Resource Center	Publications and Dues	Library Center	25.00
Library Corporation	Education Fund	Learning Resource Center	Other Materials and Supplies	Library Center	2,905.00
	Education Fund	Learning Resource Center	Other Materials and Supplies	Library Center	124.00
					3,029.00
Northern Illinois Library Syst	Education Fund	Learning Resource Center	Other Materials and Supplies	Library Center	255.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 23

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Rock Valley Computers Inc	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	60.00
Hewlett-Packard	Education Fund	Computing & Instruct Tech	Computer Software	Academic Computing Support	259.00
	Education Fund	Computing & Instruct Tech	Computer Software	Academic Computing Support	259.00
	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	39.10
	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	1,210.00
	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	39.10
	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	1,210.00

					3,016.20
Pfeifer, Alan	Education Fund	Computing & Instruct Tech	Conference/Meeting Expense	Academic Computing Support	5.00
United Electronics	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	100.00
Mueller Audio Visual	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	23.50
Staples	Education Fund	Instructional Technology Center	Inatructional Technology Materia	Instructional Materials Center	51.96
Lifesong Audio	Education Fund	Instructional Technology Center	Inatructional Technology Materia	Instructional Materials Center	129.00
National Audio Co, Inc	Education Fund	Instructional Technology Center	Inatructional Technology Materia	Instructional Materials Center	60.00
Global Computer Supplies	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	239.76
Graybar Electric Company Inc.	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	243.05
Toner Tech Plus	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	40.00
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	669.45

					709.45
Zygote Media Group	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	132.45
Kahlon Inc	Education Fund	Administrative Data Processing	Repair Materials and Supplies	Administrative Data Processing	160.00
SCT Summit 99	Education Fund	Administrative Data Processing	Conference/Meeting Expense	Administrative Data Processing	475.00
	Education Fund	Admissions, Records & Placement	Conference/Meeting Expense	Admissions & Records	475.00

					950.00
Shawver Press Inc	Education Fund	VP- Student Services	Office Supplies	Executive Management	39.57
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	39.57
	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	39.57
	Corporate Services	Corporate Services Admin.	Advertising	Other	39.57

					158.28

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 24

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Chronicle of Higher Education	Education Fund	VP- Student Services	Publications and Dues	Executive Management	75.00
Kerber, Joan E.	Education Fund	VP- Student Services	Conference/Meeting Expense	Executive Management	86.15
ICCCA	Education Fund	VP- Student Services	Conference/Meeting Expense	Executive Management	30.00
	Education Fund	Counseling	Conference/Meeting Expense	Counseling & Career Guidance	30.00
					60.00
Kerber, Joan E.	Education Fund	VP- Student Services	Conference/Meeting Expense	Executive Management	20.08
Rock River Guidance	Education Fund	Other Student Services	Publications and Dues	Social & Cultural Development	15.00
College & University Law Press	Education Fund	Other Student Services	Publications and Dues	Social & Cultural Development	75.00
National Association for Femal	Education Fund	Other Student Services	Publications and Dues	Social & Cultural Development	29.00
Josten's Inc	Education Fund	Commencement	Other Supplies	Other	3.90
	Education Fund	Commencement	Other Supplies	Other	3.91
					7.81
American Assn of Collegiate Re	Education Fund	Admissions, Records & Placement	Conference/Meeting Expense	Admissions & Records	295.00
	Education Fund	Counseling	Conference/Meeting Expense	Counseling & Career Guidance	295.00
					590.00
Travel Consultants of Dixon, I	Education Fund	Admissions, Records & Placement	Conference/Meeting Expense	Admissions & Records	245.00
	Education Fund	Counseling	Conference/Meeting Expense	Counseling & Career Guidance	245.00
					490.00
Noll, Peter W.	Education Fund	Admissions, Records & Placement	Conference/Meeting Expense	Admissions & Records	53.75
Illinois Association of Studen	Education Fund	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Administration	90.00
The New Careers Center, Inc	Education Fund	Counseling	Instructional Supplies	Counseling & Career Guidance	27.45
Thorson Guides	Education Fund	Counseling	Instructional Supplies	Counseling & Career Guidance	28.95
ICCCA	Education Fund	Counseling	Conference/Meeting Expense	Counseling & Career Guidance	85.00
Breed, Thomas	Education Fund	Counseling	Conference/Meeting Expense	Counseling & Career Guidance	142.47
Murphy & Associates	Education Fund	VP- Administrative Services	Other Employee Benefits	Executive Management	756.41
Chronicle of Higher Education	Education Fund	VP- Administrative Services	Publications and Dues	Executive Management	75.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 25

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Field, Robert	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	7.00
Schmall, Rex	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	7.00
Frederick, James E.	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	113.05
Murphy, John M.	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	138.90
Weight Watchers	Education Fund Education Fund Operation and Maintenance Fund	Education Fund Education Fund Operations & Maintenance	Resident Tuition Course Fees Resident Tuition	Fiscal Operations Fiscal Operations Other	40.94 53.00 5.06 ----- 99.00
Pitney Bowes	Education Fund Education Fund	Other Institutional Other Institutional	Maintenance Services Maintenance Services	General Institutional General Institutional	112.25 1,350.00 ----- 1,462.25
US Postmaster	Education Fund	Other Institutional	Postage	General Institutional	4,000.00
US Postmaster	Education Fund	Other Institutional	Postage	General Institutional	500.00
Federal Express Corp	Education Fund	Other Institutional	Postage	General Institutional	73.25
United Parcel Service	Education Fund	Other Institutional	Postage	General Institutional	124.69
US Postmaster	Education Fund	Other Institutional	Postage	General Institutional	3,000.00
NAEIR	Education Fund	Other Institutional	Publications and Dues	General Institutional	99.00
NAEIR	Education Fund Education Fund	Other Institutional Other Institutional	Publications and Dues Publications and Dues	General Institutional General Institutional	33.00 30.00 ----- 63.00
Chronicle of Higher Education	Education Fund Education Fund	Other Institutional Other Institutional	Recruitment Recruitment	General Institutional General Institutional	3,450.00 3,562.50 ----- 7,012.50
Quad-City Times	Education Fund	Other Institutional	Recruitment	General Institutional	374.00
Rockford Register Star	Education Fund	Other Institutional	Recruitment	General Institutional	291.54
AT&T Credit Corporation	Education Fund Education Fund	Other Institutional Other Institutional	Debt Principal Retirement Interest	General Institutional General Institutional	2,790.72 354.49 ----- 3,145.21

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 26

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
AT&T Credit Corporation	Education Fund	Other Institutional	Debt Principal Retirement	General Institutional	1,117.05
	Education Fund	Other Institutional	Interest	General Institutional	167.52
	Building Bond Proceeds Fund	Building Bond Proceeds	Debt Principal Retirement	Fiscal Operations	2,556.41
	Building Bond Proceeds Fund	Building Bond Proceeds	Interest	Fiscal Operations	383.24

					4,224.22
United Asset Coverage Inc	Education Fund	Business Office	Consultants	Fiscal Operations	1,788.00
Moore	Education Fund	Business Office	Office Supplies	Fiscal Operations	164.38
Moore	Education Fund	Business Office	Office Supplies	Fiscal Operations	250.41
Nelco	Education Fund	Business Office	Office Supplies	Fiscal Operations	270.00
Visible Computer Supply	Education Fund	Business Office	Office Supplies	Fiscal Operations	45.25
L-Com, Inc	Education Fund	Business Office	Other Materials and Supplies	Fiscal Operations	118.00
Fred Pryor Seminars	Education Fund	Business Office	Conference/Meeting Expense	Fiscal Operations	99.00
The Hispanic Outlook in Higher	Education Fund	Personnel Office	Publications and Dues	Administrative Support Services	29.95
American Time & Signal Co	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	182.70
C-B Kramer Sales & Service	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	494.50
Daily Analytical Laboratories	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	74.00
ECOLAB	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	169.00
Illinois Material Handling	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	76.41
Montgomery Kone Inc	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	607.59
Crescent Electric Supply Co	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	322.14
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	14.24
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	148.68
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	90.86
	Operation & Maintenance Fund(Res	ICCB Deferred Maintenance Grant	Maintenance Supplies	Other	24.78
	Operation & Maintenance Fund(Res	ICCB Deferred Maintenance Grant	Maintenance Supplies	Other	24.78
	Operation & Maintenance Fund(Res	ICCB Deferred Maintenance Grant	Maintenance Supplies	Other	173.46
	Operation & Maintenance Fund(Res	ICCB Deferred Maintenance Grant	Maintenance Supplies	Other	24.78
	Operation & Maintenance Fund(Res	ICCB Deferred Maintenance Grant	Maintenance Supplies	Other	256.06

					1,079.78
Grainger	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	2.91

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 17

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	78.23
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	58.71
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	77.96
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	59.99
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	34.11
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	44.06
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	120.18
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	383.10
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	-94.40
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	113.23
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	421.22
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	34.14
	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant		Maintenance Supplies	Other	631.57
	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant		Maintenance Supplies	Other	601.03

					2,566.04
Hill's Electric Motor Service	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	115.20
Honeywell Inc	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	121.29
Lawson Products	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	193.15
Maintenance Products, Inc	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	89.65
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	113.29
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	215.16
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	83.38

					501.48
Barnett, Inc	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	244.83
McMaster Carr Supply Company	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	15.58
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	36.62
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	160.84
	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant		Maintenance Supplies	Other	833.31

					1,046.35
Nalco Chemical Company	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	20.73
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	4,505.92
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	74.00

					4,600.65
Radio Shack	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	2.99
Stewart Heating & Air Conditiio	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	16.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 28

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Morgan Services Inc.	Operation and Maintenance Fund	custodial	Maintenance Services	Custodial	116.83
Paulsen, Darryl D.	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	75.22
	Operation and Maintenance Fund	custodial	Conference/Meeting Expense	Custodial	43.40
					118.62
Grummert's True Value	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	201.35
Quill Corporation	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	67.17
	Operation and Maintenance Fund	Building and Grounds Administrat	Office Supplies	Administration	81.47
	Operation and Maintenance Fund	Building and Grounds Administrat	Office Supplies	Administration	48.50
					197.14
Rand	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	177.60
Vonachen Industrial Supplies	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	1,119.23
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	285.75
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	189.36
					1,594.34
Vonachen Industrial Supplies	Operation and Maintenance Fund	custodial	Conference/Meeting Expense	Custodial	50.00
Schmall, Brent	Operation and Maintenance Fund	custodial	Conference/Meeting Expense	Custodial	7.00
Auto Glass Specialists	Operation and Maintenance Fund	Grounds	Maintenance Services	Grounds	50.00
Mantis	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	323.00
Ace Hardware	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	70.65
Blackhawk FS Inc	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	320.70
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	736.80
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	161.20
					1,218.70
Dura Wax Company	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	200.29
Hoyle Road Equipment Co	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	72.72
	Operation and Maintenance Fund	Grounds	Vehicle Supplies	Grounds	66.00
					138.72
North Oil	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	275.35

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 21

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Peabody's Inc	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	57.60
Polo Equipment Company	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	190.70
Wisconsin Turf Equipment Corp	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	2.35
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	420.81
					423.16
LaSalle County Farm Supply	Operation and Maintenance Fund	Grounds	Conference/Meeting Expense	Grounds	30.00
Columbia Energy Services	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	3,209.71
Nicor Gas	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	1,799.29
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	32.03
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	25.02
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	135.38
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	2,172.38
					4,164.10
Commonwealth Edison	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	19.10
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	9,422.04
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	8,707.86
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	11,110.25
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	35.96
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	64.26
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	19.13
					29,378.60
Gallatin River Communications	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	3,443.66
	Liability, Protection & Settleme	Risk Management	Maintenance Services	General Institutional	89.31
					3,532.97
Leseman, Jolene K.	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	22.46
	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	20.00
	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	20.00
	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	70.00
	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	70.00
	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	70.00
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	294.57
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	139.43
		Women's Softball	Other Conference & Meeting	Student Organizations	
					706.46
GTE Wireless	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	61.44

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 30

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
AT & T	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	846.31
Lucent Technologies	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	618.00
Browning-Ferris Industries	Operation and Maintenance Fund	Utilities	Refuse Disposal	Plant Utilities	551.12
Caterpillar-Engine Protection	Operation and Maintenance Fund	Utilities	Other Utilities	Plant Utilities	418.79
	Operation and Maintenance Fund	Utilities	Other Utilities	Plant Utilities	418.79

					837.58
Mailer's Guide Company	Operation and Maintenance Fund	Building and Grounds Administrat	Office Supplies	Administration	69.00
Youngren's Refrigeration Inc	Operation and Maintenance Fund	Building and Grounds Administrat	Other Materials and Supplies	Administration	342.55
University of Illinois	Operation and Maintenance Fund	Building and Grounds Administrat	Conference/Meeting Expense	Administration	75.00
Frederick, James E.	Operation and Maintenance Fund	Building and Grounds Administrat	Conference/Meeting Expense	Administration	113.85
C & E Glass	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	100.21
Dixon True Value	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	111.92
Sherwin-Williams	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	23.25
	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	39.20

					62.45
ALL Equipment	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant	Maintenance Supplies		Other	462.31
Columbia Pipe & Supply Co	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant	Maintenance Supplies		Other	181.91
Wisconsin Supply Corp	Operation & Maintenance Fund(Res ICCB Deferred Maintenance Grant	Maintenance Supplies		Other	2,866.59
Xerox Corporation	Xerox	Xerox Copier	Maintenance Services	Other	326.05
	Xerox	Xerox Copier	Maintenance Services	Other	707.32
	Xerox	Xerox Copier	Maintenance Services	Other	857.77

					1,891.14
Xerox Corporation	Xerox	Xerox Copier	Purchases for Resale	Other	2,056.00
	Xerox	Xerox Copier	Interest	Other	34.51
	Xerox	Xerox Copier	Interest	Other	9.43
	Xerox		Other Noncurrent Obligations		559.60
	Xerox		Other Noncurrent Obligations		140.83

					2,800.37

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 31

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
AM Multigraphics	Printshop	Printshop	Maintenance Services	Other	223.00
	Printshop	Printshop	Purchases for Resale	Other	162.67
	Printshop	Printshop	Purchases for Resale	Other	111.15

					496.82
Breed, Nancy J.	Printshop	Printshop	Purchases for Resale	Other	40.00
R-Graphics	Printshop	Printshop	Purchases for Resale	Other	450.88
Drane, Paula	Child Care Center	Child Care Center	Other Supplies	Child Care Center	141.49
Drane, Paula	Child Care Center	Child Care Center	Other Supplies	Child Care Center	53.67
Drane, Paula	Child Care Center	Child Care Center	Other Supplies	Child Care Center	68.86
	Child Care Center	Child Care Center	Conference/Meeting Expense	Child Care Center	10.00

					78.86
Anderson, Kevin	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Anderson, Kevin	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Blackburn, Jan	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Blackburn, Jan	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Firebaugh, Rich	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Forren, Rebba	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	75.00
Holderman, Jeff	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Johannsen, Rick	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Johannsen, Rick	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Kiwala, Jim	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Lamps, Darryl	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Lange, David	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Spivey, Steve	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	10.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	10.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 32

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Anderson, Kevin	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Anderson, Kevin	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Blackburn, Jan	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Blackburn, Jan	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Hansen, Steve	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Hill, Rod	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Johannsen, Rick	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Johannsen, Rick	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	15.00
Norris, Rueben	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Smith, William	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	10.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	10.00
Straw, Nicholas M.	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	30.00
Trone, Chris	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Beert, Terry	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	65.00
Forren, Rebba	Student Activities	Men's Basketball	Other Contractual Services	Student Organizations	115.00
School Health Corporation	Student Activities	Men's Basketball	Instructional Supplies	Student Organizations	245.62
Highland Community College	Student Activities	Men's Basketball	Other Conference & Meeting	Student Organizations	100.00
Dale's Charter Service	Student Activities	Men's Basketball	Other Conference & Meeting	Student Organizations	1,830.00
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	890.00

					2,720.00
Damhoff, Russ K.	Student Activities	Men's Basketball	Other Conference & Meeting	Student Organizations	122.77
	Student Activities	General Athletics	Other Materials and Supplies	Student Organizations	12.00

					134.77
Damhoff, Russ K.	Student Activities	Men's Basketball	Other Conference & Meeting	Student Organizations	95.00
	Student Activities	General Athletics	Other Materials and Supplies	Student Organizations	16.80

					111.80

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 35

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Temple's Sporting Goods	Student Activities	Men's Baseball	Instructional Supplies	Student Organizations	34.38
	Student Activities	Men's Baseball	Instructional Supplies	Student Organizations	791.10
	Student Activities	Men's Baseball	Instructional Supplies	Student Organizations	117.33
	Student Activities	Men's Baseball	Instructional Supplies	Student Organizations	551.25

					1,494.06
Cox, Terry J.	Student Activities	Men's Baseball	Other Conference & Meeting	Student Organizations	416.00
Carle, Bill	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Hansen, Jack	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Johnson, Gary W.	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Jones, Rocky	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Pica, Jerry	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Durbin, David	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Ehredt, Mike	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Leseman, Jolene K.	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	70.00
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	313.43
	Student Activities	Women's Softball	Other Conference & Meeting	Student Organizations	219.25

					602.68
Ehredt, Mike	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Leseman, Jolene K.	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	90.00
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	488.30
	Student Activities	Women's Basketball	Other Conference & Meeting	Student Organizations	281.92
	Student Activities	Women's Softball	Other Conference & Meeting	Student Organizations	105.09

					965.31
Pica, Jerry	Student Activities	Women's Basketball	Other Contractual Services	Student Organizations	65.00
Longstreth	Student Activities	Women's Softball	Instructional Supplies	Student Organizations	430.85
Baum Sign, Inc	Student Activities	General Athletics	Other Materials and Supplies	Student Organizations	240.00
Johnson, Karl	Student Activities	Student Activities	Other Contractual Services	Student Organizations	65.00
Carlson Wagonlit Travel	Student Activities	Student Activities	Other Materials and Supplies	Student Organizations	269.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 34

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Western Illinois University	Student Activities	Student Activities	Other Materials and Supplies	Student Organizations	72.00
Scudder's Apparel	Student Activities	Student Activities	Other Materials and Supplies	Student Organizations	70.00
VonHolten, Gerad K.	Student Activities	Drama	Other Materials and Supplies	Student Organizations	100.00
RC Printing of Northwestern IL	Student Activities	Drama	Other Materials and Supplies	Student Organizations	75.00
Sesac	Student Activities	Music	Other Materials and Supplies	Student Organizations	116.48
Brandywine Restaurant and Loun	Student Activities	Madrigal	Other Materials and Supplies	Student Organizations	6,462.00
Public Broadcasting Service	Student Activities	Global Awareness	Other Supplies	Student Organizations	195.00
	Student Activities	Global Awareness	Other Supplies	Student Organizations	155.00
					350.00
Don Mullery's World of Cars	Transportation	Transportation	Maintenance Services	Student Organizations	22.35
	Transportation	Transportation	Maintenance Services	Student Organizations	123.45
	Transportation	Transportation	Maintenance Services	Student Organizations	72.27
					218.07
CCP Industries, Inc	Transportation	Transportation	Vehicle Supplies	Student Organizations	68.40
Shell Oil Company	Transportation	Transportation	Vehicle Supplies	Student Organizations	105.60
SUPERAMERICA	Transportation	Transportation	Vehicle Supplies	Student Organizations	12.75
Professional Benefit Administratr	Medical Insurance Fund	Medical Insurance	Individual Stop Loss	Other	4,030.87
	Medical Insurance Fund	Medical Insurance	Dependent Stop Loss	Other	2,868.56
	Medical Insurance Fund	Medical Insurance	Precertification	Other	362.00
	Medical Insurance Fund	Medical Insurance	Administrative	Other	1,817.00
	Medical Insurance Fund	Medical Insurance	Life & AD&D	Other	1,628.49
					10,706.92
Collins, Stuart C.	Student Loan		Student Loans		300.00
Ready, Adriana N.	Student Loan		Student Loans		50.00
Okland, Kyla L.	Student Loan		Student Loans		100.00
Petrakis, Nicholas P.	Student Loan		Student Loans		300.00
Perry, Kathleen M.	Student Loan		Student Loans		200.00
Sayles, Andre T.	Student Loan		Student Loans		200.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 35

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Young, Robert W.	Student Loan		Student Loans		150.00
Damhoff, Russ K.	Booster Club	Booster Club	Other	Other	315.00
Arch Vending Inc	Booster Club	Booster Club	Other	Other	95.14
Hunter, Michael A.	Phi Theta Kappa	Phi Theta Kappa Club	Other	Other	13.00
Union Bank Tampico	Liability, Protection & Settleme		Time Deposits		200,000.00
Wilkins-Lowe and Company	Liability, Protection & Settleme	Risk Management	Property & Casualty Insurance	General Institutional	5,906.00
Wilkins-Lowe and Company	Liability, Protection & Settleme	Risk Management	Property & Casualty Insurance	General Institutional	3,867.00
Pathfinder Networking Corp	Liability, Protection & Settleme	Risk Management	Service Equipment	General Institutional	233.35
Fyr-Fyter Inc	Liability, Protection & Settleme	Safety & Security	Maintenance Services	Campus Security	187.50
Radio Ranch Inc	Liability, Protection & Settleme	Safety & Security	Maintenance Services	Campus Security	34.39
Stericycle	Liability, Protection & Settleme	Safety & Security	Maintenance Services	Campus Security	109.08
Stewart Security	Liability, Protection & Settleme	Safety & Security	Other Contractual Services	Campus Security	2,415.00
	Liability, Protection & Settleme	Safety & Security	Other Contractual Services	Campus Security	840.00
	Liability, Protection & Settleme	Safety & Security	Other Contractual Services	Campus Security	1,092.00

					4,347.00
J & K Locksmith	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	44.00
	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	10.00

					54.00
New Pig Corporation	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	1,887.71
U S Filter Corporation	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	210.07
Lucent Technologies	Liability, Protection & Settleme	Safety & Security	Service Equipment	Campus Security	22,577.00
Grand National Bank	Building Bond Proceeds Fund		Time Deposits		1,000,000.00

BANK ACCOUNT TOTAL: 1,822,837.68

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 01/22/99 To 01/22/99

RUN DATE: 02/23/99
 TIME: 9:45 AM
 PAGE: 36

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Special Populations Grant		I/F Payable		5,630.00
	WorkForce Prep- Bus Ind Grant		I/F Payable		2,485.00
	WorkForce Prep- Career Services		I/F Payable		955.00
	SBDC Grant		I/F Payable		7,132.00
	Vital Grant		I/F Payable		4,404.80
	Dept of Veteran's Affairs		I/F Payable		663.00
	ISAC		I/F Payable		143,487.70
	ENR Grant		I/F Payable		200.00
	ISBE HECA SV Online		I/F Payable		105.50
	Student Support Services		I/F Payable		5,000.00
	College Workstudy Program		I/F Payable		23,154.00
	SBOG		I/F Payable		273.00
	Pell Grant		I/F Payable		7,172.00
	GG Grant		I/F Payable		2,869.00
	GR Grant		I/F Payable		1,812.00
	Performance Grant		I/F Payable		357.75
					205,700.75
Unique Computer	WorkForce Prep- Ed to Careers Instructional Equipment Grant	WFP- Ed to Careers Advance Technology Grant	Office Supplies Instructional Computer Equipment	Counseling & Career Guidance Technical Occupational	125.00 2,675.00
					2,800.00
Consolidated Management Co	WorkForce Prep- Ed to Careers Student Support Services Perkins IIC	WFP- Ed to Careers Student Support Services Grant Perkins IIc	Conference/Meeting Expense Other Conference & Meeting Conference/Meeting Expense	Counseling & Career Guidance Counseling & Career Guidance Technical Occupational	23.50 139.00 11.58
					174.08
Nelson, John D.	SBDC Grant	SBDC Grant	Conference/Meeting Expense	Other	197.32
SPRINT	SBDC Grant	SBDC Grant	Telephone	Other	11.15
Sauk Valley Newspapers	Illinois Arts Council Grant	Illinois Arts Counsil Grant	Advertising	Other	140.16
SBM Business Equipment Center	Student Support Services Student Support Services	Student Support Services Grant Student Support Services Grant	Maintenance Services Office Supplies	Counseling & Career Guidance Counseling & Career Guidance	41.84 17.83
					59.67
Corporate Office City	Perkins IIC	Perkins IIc	Instructional Supplies	Technical Occupational	7.29
Techsmith Corporation	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	44.90
Rock Falls High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	675.00

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 37

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Special Populations Grant		I/F Payable		4,988.00
	WorkForce Prep- Bus Ind Grant		I/F Payable		3,090.00
	WorkForce Prep- Career Services		I/F Payable		1,790.00
	SBDC Grant		I/F Payable		451.00
	Vital Grant		I/F Payable		2,999.46
	Voc Ed Tech Prep		I/F Payable		1,940.41
	ISAC		I/F Payable		10,768.50
	Student Support Services		I/F Payable		12,243.54
	College Workstudy Program		I/F Payable		15,481.51
	Pell Grant		I/F Payable		11,216.00
	GG Grant		I/F Payable		2,362.04
	GR Grant		I/F Payable		2,502.90
	Performance Grant		I/F Payable		405.77
	NAFSA		I/F Payable		11,046.25

					81,285.38
Steiner Electric Company	WorkForce Prep- Ed to Careers	WFP- Education to Careers Grant	Instructional Computer Equipment Other		3,000.00
Alfano, Cindy	WorkForce Prep- Ed to Careers	WFP- Ed to Careers	Conference/Meeting Expense	Counseling & Career Guidance	97.50
Alfano, Cindy	WorkForce Prep- Ed to Careers	WFP- Ed to Careers	Conference/Meeting Expense	Counseling & Career Guidance	66.30
Clodfelter, Pamela J.	WorkForce Prep- Career Services	WFP- Career Services	Conference/Meeting Expense	Counseling & Career Guidance	314.54
Radiology Support Devices, Inc	Instructional Equipment Grant	Advance Technology Grant	Instructional Other Equipment	Technical Occupational	3,609.75
Hewlett-Packard	Technology Support Grant	Adv Tech- Technology Support Gra	Computer Software	Technical Occupational	710.00
Hewlett-Packard	Technology Support Grant	Adv Tech- Technology Support Gra	Computer Software	Technical Occupational	710.00
Ameritech	Technology Support Grant	Adv Tech- Technology Support Gra	Telecommunications	Technical Occupational	284.57
Unique Computer	Technology Support Grant	Adv Tech- Technology Support Gra	Instructional Computer Equipment	Technical Occupational	525.00
	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	410.00

					935.00
State Universities Retirement	SBDC Grant	SBDC Grant	Allocated Employee Benefits	Other	91.00
	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	466.08
	Perkins IIC	Perkins IIC	Allocated Employee Benefits	Technical Occupational	110.84

					667.92
State Universities Retirement	SBDC Grant	SBDC Grant	Allocated Employee Benefits	Other	91.00
	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	451.59
	Perkins IIC	Perkins IIC	Allocated Employee Benefits	Technical Occupational	110.84

					653.43

REPORT SVRCHKR
 FISCAL YEAR 1999
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
 TIME: 9:37 AM
 PAGE: 33

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Nelson, John D.	SBDC Grant	SBDC Grant	Conference/Meeting Expense	Other	87.38
Gallatin River Communications	SBDC Grant	SBDC Grant	Telephone	Other	81.55
SPRINT	SBDC Grant	SBDC Grant	Telephone	Other	15.74
Corporate Office City	Vital Grant	SOS VITAL Grant	Office Supplies	Adult Basic & Adult Secondary Ed	91.70
LVA-Illinois	Vital Grant	SOS VITAL Grant	Conference/Meeting Expense	Adult Basic & Adult Secondary Ed	50.00
IACEA	Vital Grant	SOS VITAL Grant	Conference/Meeting Expense	Adult Basic & Adult Secondary Ed	115.00
Kim, Linda A.	Vital Grant	SOS VITAL Grant	Conference/Meeting Expense	Adult Basic & Adult Secondary Ed	79.90
Coomes, Lana L.	Vital Grant	SOS VITAL Grant	Other Conference & Meeting	Adult Basic & Adult Secondary Ed	28.54
Hall, Zollie W.	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Business Occupational	985.00
Augustana College	Illinois Arts Council Grant	Illinois Arts Counsil Grant	Consultants	Other	300.00
Sauk Valley Newspapers	Illinois Arts Council Grant	Illinois Arts Counsil Grant	Advertising	Other	140.16
Consolidated Management Co	Illinois Arts Council Grant	Illinois Arts Counsil Grant	Conference/Meeting Expense	Other	200.23
State Universities Retirement	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	18.52
SBM Business Equipment Center	Student Support Services	Student Support Services Grant	Maintenance Services	Counseling & Career Guidance	31.66
Reliable	Student Support Services	Student Support Services Grant	Office Supplies	Counseling & Career Guidance	77.21
RC Printing of Northwestern Il	Student Support Services	Student Support Services Grant	Printing	Counseling & Career Guidance	120.00
Dalton, Belinda A.	Student Support Services	Student Support Services Grant	Conference/Meeting Expense	Counseling & Career Guidance	187.00
Dalton, Belinda A.	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	134.50
Chicago Childrens Museum	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	210.00
Consolidated Management Co	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	114.00
Illinois State University	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Consultants	Technical Occupational	30.00
Superintendent of Documents	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	416.00
Adam Internet Health	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	209.65
Carolina Biological Supply Co	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	280.55

REPORT SVRCHKR
FISCAL YEAR 1999
BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
Check Register
From 01/26/99 To 03/01/99

RUN DATE: 02/23/99
TIME: 9:37 AM
PAGE: 37

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Interactive Image Technologies	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Supplies	Technical Occupational	462.00
Vickers Training Center	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Instructional Computer Equipment	Technical Occupational	552.60
Amboy High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	2,662.21
Ashton High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	91.83
Dixon Public Schools	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	668.50
Morrison High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	1,464.99
IACEA	EA Grant Performance Grant	ISBE Adult Education- EA ISBE Adult Ed- Performance Grant	Conference/Meeting Expense Other Supplies	Adult Basic & Adult Secondary Ed Adult Basic & Adult Secondary Ed	380.00 105.00 ----- 485.00
August House, Inc	GG Grant	ISBE Adult Education- GG	Instructional Supplies	Adult Basic & Adult Secondary Ed	20.90
Delta Systems Co, Inc	GG Grant	ISBE Adult Education- GG	Instructional Supplies	Adult Basic & Adult Secondary Ed	92.29
Stevens, Shirley A.	GG Grant	ISBE Adult Education- GG	Other Supplies	Adult Basic & Adult Secondary Ed	63.30

BANK ACCOUNT TOTAL:

31,714.61

Dec 28, 1998
4:58 pm

SVCC Bookstore
Journal Detail Report
(Report period: January 1, 1999 to January 31, 1999)

Page 46

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/06/99	C/D	CHK6572	VOID 111.00 Cash in Bank	0.00	
01/06/99	C/D	CHK6573	DOUGLAS STEWART 548.21 Computer Software Purchases 548.02 Supply Purchases 549.21 Computer Software Transport 111.00 Cash in Bank	275.71 518.72 25.90 820.3	
01/06/99	C/D	CHK6574	ADCRAFT PRINTWEAR 548.03 Miscellaneous Purchases 111.00 Cash in Bank	219.50	219.5
01/06/99	C/D	CHK6575	GEAR FOR SPORTS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	1,839.00 42.97 1,881.9	
01/06/99	C/D	CHK6576	INTERACTIVE IMAGE 548.21 Computer Software Purchases 549.21 Computer Software Transport 111.00 Cash in Bank	50.00 6.00 56.0	
01/06/99	C/D	CHK6577	LANCO CORP 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	278.70 18.91 297.	
01/06/99	C/D	CHK6578	SANCARVERS 540.00 General Materials & Supplies 111.00 Cash in Bank	65.00	65.0
01/06/99	C/D	CHK6579	WEINER'S LTD 548.03 Miscellaneous Purchases 111.00 Cash in Bank	42.96	42.9
01/06/99	C/D	CHK6580	SBM 540.00 General Materials & Supplies 111.00 Cash in Bank	164.90	164.9
01/06/99	C/D	CHK6581	APPLE COMPUTER 548.21 Computer Software Purchases 111.00 Cash in Bank	49.00	49.0
01/06/99	C/D	CHK6582	CONSOLIDATED MG'T 540.00 General Materials & Supplies 111.00 Cash in Bank	10.00	10.0
01/06/99	C/D	CHK6583	UNIQUE COMPUTER 548.22 Discount Computer Purchase 111.00 Cash in Bank	2,384.00	2,384.
01/06/99	C/D	CHK6584	JANET CURFMAN 550.00 Conference & Meeting Expense 111.00 Cash in Bank	325.50	325.

Dec 28, 1998
4:58 pm

SVCC Bookstore
Journal Detail Report
(Report period: January 1, 1999 to January 31, 1999)

Page 4/

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/06/99	C/D	CHK6585	CONSOLIDATED FREIGHTWAYS 549.01 Textbook Transportation 111.00 Cash in Bank	317.71	317.71
01/14/99	C/D	CHK6586	ILL DEPT OF REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	1,459.00	1,459.00
01/14/99	C/D	CHK6587	AMERICAN TECH PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,648.77 30.34	1,679.11
01/14/99	C/D	CHK6588	BARRON'S ED SERIES 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	75.11 6.35	81.46
01/14/99	C/D	CHK6589	COLLEGIATE PRESS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	454.10 8.20	462.30
01/14/99	C/D	CHK6590	FERGUSON PUB CO 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	35.98 5.00	40.98
01/19/99	C/D	CHK6591	GOODHEART-WILLCOX 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	557.28 19.30	576.58
01/19/99	C/D	CHK6592	HARPER COLLINS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	214.97 3.49	218.46
01/19/99	C/D	CHK6593	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	8,271.00 17.97	8,288.97
01/19/99	C/D	CHK6594	ITP ED 548.01 Textbook Purchases 111.00 Cash in Bank	26,914.25	26,914.25
01/19/99	C/D	CHK6595	MCGRAW HILL 548.01 Textbook Purchases 548.21 Computer Software Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	11,974.53 62.24 16.33	12,020.44

Dec 28, 1998
4:58 pm

SVCC Bookstore
Journal Detail Report
(Report period: January 1, 1999 to January 31, 1999)

Page 42

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/19/99	C/D	CHK6596	MACMILLAN PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	580.32 41.80 622.12	
01/19/99	C/D	CHK6597	MORTON PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	367.00 8.54 375.54	
01/19/99	C/D	CHK6598	MOSBY-YEAR BOOK 548.01 Textbook Purchases 548.04 Paperback Purchases 549.01 Textbook Transportation 549.04 Paperback Transportation 111.00 Cash in Bank	132.42 4.15 9.70 108.80	37.47
01/19/99	C/D	CHK6599	NACSCORP 548.01 Textbook Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	831.00 109.42	940.42
01/19/99	C/D	CHK6600	PARKER HANNIFIN CORP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	634.05 19.02	653.07
01/19/99	C/D	CHK6601	PRENTICE HALL 548.01 Textbook Purchases 111.00 Cash in Bank	3,601.00	3,601.00
01/19/99	C/D	CHK6602	QUALITY COUNCIL INDIANA 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	500.00 30.00	530.00
01/19/99	C/D	CHK6603	SIMON & SCHUSTER 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	1,200.00 29.05	1,229.05
01/19/99	C/D	CHK6604	TAT: TEL-A-TRAIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	87.50 7.50	95.00
01/19/99	C/D	CHK6605	STAYWELL/KRAMAS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	600.00 49.75	649.75
01/19/99	C/D	CHK6606	VEGA ENTERPRISES 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	240.00 4.07	244.07

Dec 28, 1998
4:58 pm

SVCC Bookstore
Journal Detail Report
(Report period: January 1, 1999 to January 31, 1999)

Page 43

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
01/19/99	C/D	CHK6607	WEST PUB 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	650.59 17.10 667.69	
01/19/99	C/D	CHK6608	JOHN WILEY & SONS 548.01 Textbook Purchases 111.00 Cash in Bank	720.00	720.00
01/19/99	C/D	CHK6609	LOGIN 548.01 Textbook Purchases 548.04 Paperback Purchases 111.00 Cash in Bank	1,657.41 233.11 1,424.30	
01/27/99	C/D	CHK6610	CONSOLIDATED MGT 548.32 Meal Ticket 111.00 Cash in Bank	740.00	740.00
01/27/99	C/D	CHK6611	CONSOLIDATED FREIGHTWAYS 549.01 Textbook Transportation 111.00 Cash in Bank	488.68	488.68
01/27/99	C/D	CHK6612	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	707.94	707.94
01/27/99	C/D	CHK6613	PRESTON 549.01 Textbook Transportation 111.00 Cash in Bank	82.61	82.61
01/27/99	C/D	CHK6614	IBM CORP 530.00 Contractual Services 111.00 Cash in Bank	344.78	344.78
01/27/99	C/D	CHK6615	SPRINT 548.31 Phone Cards Purchases 111.00 Cash in Bank	328.50	328.50
01/27/99	C/D	CHK6616	CRASH COURSE PUB 548.03 Miscellaneous Purchases 111.00 Cash in Bank	21.47	21.47
			***** Report Total	73,237.73	73,237.73