

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

**June 28, 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**      **May 31, 1999**    **\$172,675.90**  
                            **June 15, 1999**    **\$132,293.10**
  - 5. Budget Report**
  - 6. Health/Life Insurance Report**
  - 7. Prevailing Wages Resolution**
  - 8. Board Policy 116.02 Governmental Ethics and State Gift  
Ban Compliance (Second Reading)**
  - 9. Administrative Calendar Approval**
  - 10. Obsolete Equipment**
- E. President's Report**
  - 1. Monthly Policy Reviews - 413.01, 414.01, 415.01, 416.01**
  - 2. Position Updates**
  - 3. Summer Enrollment**
  - 4. Academic/Athletic Report**
  - 5. Student Housing**
  - 6. MAP Grant Program for Part-time Students**
- F. Financial Reports and Actions**
  - 1. Public Hearing on 1999- 2000 Budget**
  - 2. Approval of Tentative 1999-2000 Budget (Second Reading)**
  - 3. RAMP**
- G. Closed Session (Appointment, employment, compensation,  
discipline, performance or dismissal of specific employees, and  
Closed Session minutes)**

**H. Personnel**

- 1. Appointment of College District Treasurer**
- 2. Faculty Retirement**
- 3. Faculty Appointment (Counselor)**
- 4. Faculty Appointment (Counselor)**
- 5. Faculty Appointment (Speech/Theatre)**
- 6. Faculty Appointment (Sociology)**
- 7. Administrative Salary Adjustments**
- 8. Director of College Relations Appointment**
- 9. Director of Grants, Planning, and Institutional Research Appointment**

**I. Other**

- 1. Closed Session Minutes**
- 2. Intercollegiate Athletic Substance Abuse Prevention Program Policy 626.01 (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**

**June 28, 1999**

**July 26, 1999**

**August 23, 1999**

**September 27, 1999**

**ICCTA Monthly Meetings**

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

**June 28, 1999**

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on June 28, 1999 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Tom Jensen
William Simpson	Robert Thompson
William Yemm	B.J. Wolf
Richard Groharing	

**Absent:** Nicholas Straw

**SVCC Staff:** President Richard L. Behrendt  
Board Attorney Ole Bly Pace  
Vice President Ruth Bittner  
Vice President Deborah Hecht  
Vice President Joan Kerber  
Secretary to the Board Marilyn Vinson

**Additional Agenda Item:** It was moved by Member Simpson and seconded by Member Thompson that the Board add a second Closed Session at the end of the regular meeting for presidential evaluation. In a roll call vote, all voted aye. Motion carried.

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

**New Employees:** President Behrendt introduced Sauk Valley's two new vice presidents-- Ruth Bittner, Vice President of Administrative Services, and Dr. Deborah Hecht, Vice President of Instructional Services.

**President's Report:** President Behrendt reported on position vacancies, summer enrollment (up 5% in credit hours), that 27 Sauk student athletes had been named to the Arrowhead Academic All-

Conference Team, the positive meeting with Russell Construction on student housing, and the MAP Grant Program (financial aid) for part-time students.

**Public Hearing 1999-2000 Budget:** Chair Groharing noted that the balanced 1999-2000 Budget had been available for public review for the required 30 days and that the Board would receive comments or inquiries from any citizen present.

**Budget Approval:** Since there were no questions or comments, it was moved by Member Thompson and seconded by Member Simpson that the Board approve the 1999-2000 Budget as presented. In a roll call vote, all voted aye. Motion carried

**RAMP:** It was moved by Member Andersen and seconded by Member Wolf that the Board approve the RAMP Community College Capital Requests for 2001 to be submitted to the ICCB. In a roll call vote, all voted aye. Motion carried.

**Closed Session:** At 7:20 p.m., it was moved by Member Andersen and seconded by Member Jensen that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees and closed session minutes review. In a roll call vote, all voted aye. Motion carried.

**Regular Session:** The Board returned to regular session at 8:00 p.m.

**College District Treasurer:** It was moved by Member Simpson and seconded by Member Thompson that the Board approve the attached resolution to appoint Ruth C. Bittner Treasurer of Sauk Valley Community College District #506. In a roll call vote, all voted aye. Motion carried.

**Faculty Retirement:** It was moved by Member Andersen and seconded by Member Yemm that the Board approve the retirement request of Ronald H. Happach, Professor of Industrial Education, effective May 31, 1999. In a roll call vote, all voted aye. Motion carried.

**Counselor Appointment:** It was moved by Member Yemm and seconded by Member Jensen that the Board approve the appointment of Mona Dowiat as a Counselor (Instructor Step 5) at a 12-month salary of \$33,740, effective August 1, 1999. In a roll call vote, all voted aye. Motion carried.

**Counselor Appointment:** It was moved by Member Andersen and seconded by Member Jensen that the Board approve the appointment of Ann C. Daly as a Counselor (Instructor Step 5) at a 12-month salary of \$33,740, effective August 1, 1999. In a roll call vote, all voted aye. Motion carried.

**Speech/Theatre Instructor:** It was moved by Member Simpson and seconded by Member Yemm that the Board approve the appointment of Laura Lewis as Assistant Professor of Speech/Theatre, effective August 20, 1999, at an annual base salary of \$30,739. In a roll call vote, all voted aye. Motion carried.

**Sociology Instructor:** It was moved by Member Simpson and seconded by Member Yemm that the Board approve the appointment of Dr. James Wright as Professor (Step 4) of Sociology, effective August 20, 1999 at an annual base salary of \$38,324. In a roll call vote, all voted aye. Motion carried.

**Administrative Salary Adjustments:** It was moved by Member Simpson and seconded by Member Andersen that the Board approve salary adjustments for Dr. Joan Kerber, Russ Damhoff, Paula Meyer, and Curt Devan. In a roll call vote, all voted aye. Motion carried.

**Director of College Relations:** It was moved by Member Wolf and seconded by Member Simpson that the Board of Trustees approve the appointment of Cal Lyons as Director of College Relations, effective July 1, 1999 at an annual salary of \$57,000. In a roll call vote, all voted aye. Motion carried.

**Director of Grants, Planning, and Institutional Research:** It was moved by Member Andersen and seconded by Member Jensen that the Board approve the appointment of Dr. Linda Little as Director of Grants, Planning, and Institutional Research, effective July 15, 1999, at an annual salary of \$59,000. In a roll call vote, all voted aye. Motion carried.

Board Ethics Officer: Member Andersen noted that in order for the Board to be in compliance with Board Policy 116.02 Governmental Ethics and State Gift Ban Act Compliance, he was nominating Robert Thompson as Board Ethics Officer. Member Simpson seconded the motion and in a roll call vote the following was recorded: Ayes—Members Andersen, Jensen, Simpson, Wolf, Yemm, and Groharing. Nays—None. Member Thompson: abstain. Motion carried.

Closed Session Minutes: Noting that the Board had reviewed the closed session minutes in closed session, Member Jensen moved that the portions of the minutes of the April 26, 1999 closed session relating to the appointment of Dr. Deborah Hecht, the resignation of Harry Cottrell, and the part-time instructor salary increases, may now be opened to the public and placed in the notebook maintained in the office of the secretary to the Board, and that the balance of those minutes and the other closed session minutes, remain closed for the present. Member Thompson seconded the motion, and in a roll call vote, all voted aye. Motion carried.

Athletic Substance Abuse Prevention Policy 626.01: It was moved by Member Jensen and seconded by Member Simpson that the Board approve for first reading Board Policy 626.01 Intercollegiate Athletic Substance Abuse Prevention Program. In a roll call vote, the following was recorded: Ayes—Members Andersen, Jensen, Simpson, Thompson, Yemm, and Groharing. Member Wolf: abstain. Motion carried.

Reports: ICCTA Representative Thompson reported on the Governor's Trustee Institute, the ICCTA Annual Meeting held June 18 and 19, the problems being encountered with the community college retiree insurance program, and the New Trustee Institute to be held on September 17<sup>th</sup>.

Foundation Liaison Yemm reported on the Foundation goals, the status of student housing (with Russell Construction Company), and the appointment of Cal Lyons, Director of College Relations.

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June 28, 1999

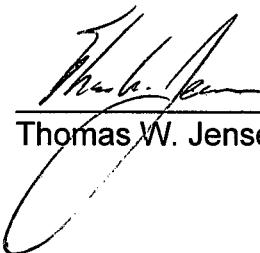
**Closed Session:** At 8:45 p.m. it was moved by Member Thompson and seconded by Member Wolf that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees. In a roll call vote, all voted aye. Motion carried.

**Regular Session:** The Board returned to regular session at 9:19 p.m.

**Adjournment:** Since the scheduled business was completed, it was moved by Member Wolf and seconded by Member Jensen that the Board adjourn. The next regular meeting will be held on July 26, 1999 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried.

The Board adjourned at 9:20 p.m.

Respectfully submitted:



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Thomas W. Jensen, Secretary

For Board Meeting of  
June 28, 1999

**Agenda Item D-7**

**PREVAILING WAGES RESOLUTION**

By law, each community college must adopt a resolution establishing prevailing wages for their district during the month of June. Subsequent thereto, the College must publish a notice of Establishment of Prevailing Wages in the local newspaper. A certified copy of the adopted resolution establishing prevailing wages will then be forwarded to the Secretary of State in Springfield.

**RECOMMENDATION:** Board approval of the attached Resolution Establishing Prevailing Wages for Sauk Valley Community College District #506.

SAUK VALLEY COMMUNITY COLLEGE, DIXON, ILLINOIS

**RESOLUTION**

**ESTABLISHING PREVAILING WAGES**

WHEREAS, Illinois Compiled Statutes, 820 ILCS 130/0.01-130/12, the Prevailing Wage Law, as amended, requires that the public body awarding any contract for construction of public works, exclusive of maintenance work, shall ascertain the general prevailing hourly rate of wages for employees engaged in such work; and

WHEREAS, the statutes further provide that said rate of pay be publicly posted and/or kept available for inspection by any interested party and certified copy thereof promptly filed in the Office of the Secretary of State;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Sauk Valley Community College, Lee County, Illinois, to the extent as required by AN ACT regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city, or by any public body or political sub- division or by anyone under contract public works," as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of the Board of Trustees is hereby ascertained to be the same as the prevailing rate of wage for construction work in Lee County area as determined by the Department of Labor of the State of Illinois as of June 1, 2000; a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the College. The definition of any terms appearing in this resolution which are also used in aforesaid Act shall be the same as in said Act.

BE IT FURTHER RESOLVED that nothing herein contained shall be construed to apply to the prevailing hourly rate of wages in the locality for employment other than public works construction as defined in the ACT; and

BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees be and is hereby directed to file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;

BE IT FURTHER RESOLVED that the Notice of this determination shall be published in the Dixon Telegraph in the City of Dixon, Illinois, a newspaper of general circulation within the area;

BE IT FURTHER RESOLVED that the Secretary shall publicly post or keep available for inspection by any interested party in the main office of the Board of Trustees this determination of such prevailing rate of wages; and

BE IT FURTHER RESOLVED that the Secretary to the Board of Trustees shall mail a copy of this determination to any employer and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

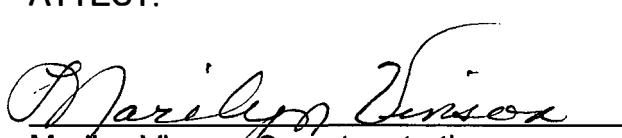
Approved this 28th day of June, 1999.

Board of Trustees of Sauk Valley  
Community College District #506  
Lee County, Illinois



Richard B. Groharing

ATTEST:



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

IL. DEPT. OF LABOR PREVAILING WAGES FOR LEE COUNTY EFFECTIVE 06/01/1999  
 DIVISION of CONCILIATION & MEDIATION PH(618-993-7271)

ME OF TRADE	RGN	TYP	C L S	HOURLY-RATES			OVERTIME-RATES			HRLY-FRINGE-RATES			
				BASIC	FORMN	M-F>8	SAT	SU&HO	WLFR	PENSN	VACTN		
BESTOS ABT-GEN			BLD	17.890	18.640	1.5	1.5	2.0	2.700	7.300	0.000		
BESTOS ABT-MEC			BLD	23.300	24.800	1.5	1.5	2.0	3.640	5.520	0.000		
BLERMAKER			BLD	23.000	25.000	2.0	2.0	2.0	3.550	5.100	0.000		
ICK MASON			BLD	21.750	23.400	1.5	1.5	2.0	3.250	4.940	0.000		
RPENTER			BLD	20.000	21.750	1.5	1.5	2.0	3.800	4.110	0.000		
RPENTER			HWY	21.380	22.630	1.5	1.5	2.0	3.800	4.500	0.000		
MENT MASON			ALL	20.560	21.060	1.5	1.5	2.0	3.250	5.120	0.000		
ECTRIC PWR EQMT OP			ALL	22.750	28.370	1.5	1.5	2.0	2.000	4.430	0.000		
ECTRIC PWR GRNDMAN			ALL	17.860	28.370	1.5	1.5	2.0	2.000	3.490	0.000		
ECTRIC PWR LINEMAN			ALL	27.550	29.080	1.5	1.5	2.0	2.000	6.060	0.000		
ECTRIC PWR TRK DRV			ALL	18.410	28.370	1.5	1.5	2.0	2.000	3.590	0.000		
ECTRICIAN			BLD	26.750	29.500	1.5	1.5	2.0	2.600	6.750	0.000		
EVATOR CONSTRUCTOR			BLD	27.500	30.940	2.0	2.0	2.0	3.925	2.360	1.650		
AZIER			BLD	22.460	23.460	1.5	1.5	2.0	3.500	3.850	0.000		
FROST INSULATOR			BLD	26.400	27.900	1.5	1.5	2.0	4.510	6.450	0.000		
ON WORKER	N		ALL	25.000	26.250	2.0	2.0	2.0	3.530	8.045	0.000		
ON WORKER	S		ALL	22.100	24.100	1.5	1.5	2.0	3.640	7.410	0.000		
BORER			BLD	17.890	18.640	1.5	1.5	2.0	2.700	7.300	0.000		
BORER			HWY	17.440	17.690	1.5	1.5	2.0	2.700	6.900	0.000		
HER			BLD	20.000	21.750	1.5	1.5	2.0	3.800	4.110	0.000		
CHINIST			BLD	27.200	28.950	2.0	2.0	2.0	3.100	1.700	1.880		
BLE MASON			BLD	19.580	19.830	1.5	1.5	2.0	3.150	3.500	0.000		
LLWRIGHT			BLD	24.850	27.340	1.5	1.5	2.0	3.750	6.200	0.000		
ERATING ENGINEER			BLD	1	27.850	28.400	2.0	2.0	2.0	4.400	3.350	1.400	
ERATING ENGINEER			BLD	2	27.150	28.400	2.0	2.0	2.0	4.400	3.350	1.400	
ERATING ENGINEER			BLD	3	24.700	28.400	2.0	2.0	2.0	4.400	3.350	1.400	
ERATING ENGINEER			BLD	4	22.700	28.400	2.0	2.0	2.0	4.400	3.350	1.400	
ERATING ENGINEER			HWY	1	27.700	28.200	1.5	1.5	2.0	4.400	3.350	1.400	
ERATING ENGINEER			HWY	2	27.150	28.200	1.5	1.5	2.0	4.400	3.350	1.400	
ERATING ENGINEER			HWY	3	25.850	28.200	1.5	1.5	2.0	4.400	3.350	1.400	
ERATING ENGINEER			HWY	4	24.300	28.200	1.5	1.5	2.0	4.400	3.350	1.400	
ERATING ENGINEER			HWY	5	22.950	28.200	1.5	1.5	2.0	4.400	3.350	1.400	
TER			ALL	22.500	23.500	1.5	1.5	1.5	3.350	2.500	0.000		
DRIVER			BLD	20.500	22.250	1.5	1.5	2.0	3.800	4.110	0.000		
EDRIVER			HWY	21.380	22.630	1.5	1.5	2.0	3.800	4.500	0.000		
EFITTER			ALL	25.250	27.770	1.5	1.5	2.0	3.600	5.300	0.000		
ASTERER			BLD	20.560	21.060	2.0	2.0	2.0	3.250	5.120	0.000		
JMBER			ALL	25.250	27.770	1.5	1.5	2.0	3.600	5.300	0.000		
DFER			BLD	27.050	29.050	1.5	1.5	2.0	3.200	2.000	0.000		
EETMETAL WORKER			BLD	24.580	26.410	1.5	1.5	2.0	2.250	6.370	0.000		
RINKLER FITTER			BLD	23.870	25.370	1.5	1.5	2.0	3.400	2.750	0.000		
ONE MASON			BLD	21.750	23.400	1.5	1.5	2.0	3.250	4.940	0.000		
LECOM WORKER			BLD	21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430		
LECOM WORKER			BLD	1	22.970	24.970	1.5	1.5	2.0	6.360	0.690	0.000	
RRAZZO MASON			BLD	19.580	19.830	1.5	1.5	2.0	3.150	3.500	0.000		
LE LAYER			BLD	20.000	21.750	1.5	1.5	2.0	3.800	4.110	0.000		
JCK DRIVER	E	ALL	1	23.050	23.600	1.5	1.5	2.0	3.825	2.325	0.000		
JCK DRIVER	E	ALL	2	23.200	23.600	1.5	1.5	2.0	3.825	2.325	0.000		
JCK DRIVER	E	ALL	3	23.400	23.600	1.5	1.5	2.0	3.825	2.325	0.000		
JCK DRIVER	E	ALL	4	23.600	23.600	1.5	1.5	2.0	3.825	2.325	0.000		
JCK DRIVER	W	ALL	1	21.290		1.5	1.5	2.0	4.360	2.125	0.000		
JCK DRIVER	W	ALL	2	21.690		1.5	1.5	2.0	4.360	2.125	0.000		
JCK DRIVER	W	ALL	3	21.890		1.5	1.5	2.0	4.360	2.125	0.000		
JCK DRIVER	W	ALL	4	22.140		1.5	1.5	2.0	4.360	2.125	0.000		
JCK DRIVER	W	ALL	5	22.890		1.5	1.5	2.0	4.360	2.125	0.000		
CKPOINTER			BLD	21.750	23.400	1.5	1.5	2.0	3.250	4.940	0.000		

\* PLEASE SEE ATTACHED FOR OVERTIME SPECIFICATIONS NOT LISTED.

COUNT

TERS (SOUTH) - That part of the county South of Rt. 30.

WORKERS (SOUTH) - That part of the county South of Rt. 30.

DRIVERS (EAST) - That part of the county East of U.S. 251 and North of Rt. 30.

llowing list is considered as those days for which holiday rates of wages for work performed apply:

Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these days which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

ANATION OF CLASSES

ESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished the time or at some close future date.

ESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems to remain.

ECOM WORKER

es 1. Installing, manufacturing, assembling and maintaining sound and intercom, protection alarm (security), fire alarm, master antenna television, closed circuit television, low voltage control for computers and/or door monitoring, school communications systems, telephones servicing of nurse and emergency calls, and the installation and maintenance of transmit and receive antennas, transmitters, receivers, associated apparatus which operates in conjunction with above systems. All work associated with these system installations will be included EXCEPT the installation of protective metallic conduit in new construction projects (excluding less than ten-foot runs strictly for protection of cable) and 120 volt AC (or higher) power wiring and associated hardware.

K DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - WEST

es 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by tractors, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, s, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

es 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vactor trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination s, and ticket writers.

es 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working spersons, and dispatchers. Five axle or more combination units.

es 4. Low Boy and Oil Distributors.

es 5. Drivers who require special protective clothing while employed on hazardous waste work.

K DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST

es 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Forks and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

es 2. Four axle trucks; Dump Carts and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or trailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Hopper Operator, and Winch Trucks, 2 Axles.

es 3. Five axle trucks; Dump Carts and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or haulers when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; er Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and andable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder Truck Painter.

es 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; -loading equipment like P.B. and trucks with scoops on the front.

ATING ENGINEERS - BUILDING

es 1. Assistant Craft Foreman; Craft Foreman; Mechanic; Asphalt Plant; Asphalt Spreader; Autograde; Batch Plant; Benoto (requires Two years); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and le Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver; Concrete Placer; Concrete Pump (Truck Mounted); Concrete Cranes, All, Cranes, Hammerhead, Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter line; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack pinion and similar machines; Hoists, one, two and three Drum; Hoists, Two tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; motives, All; Motor Patrol; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes; Squeeze Cretes-screw Type Pumps;

LEE COUNTY

Gypsum Bulker and Pump; Raised and Blind Hole Drill; Rock Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-form Paver; Str Buggies; Tie Back Machine; Tractor with Back and Side Boom; Trenching Machines.

Class 2. Bobcat (over 3/4 cu. yd.); Boilers; Brick Forklift; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and 0 Conveyor, Portable; Forklift Trucks; Greaser Engineer; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists Dragging Machine; Hoists, Tugger Single Drum; Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch with "A" Frame.

Class 3. Air Compressor; Asphalt Spreader; Combination - Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elev - (Rheostat Manual Controlled); Hydraulic Power Units (Pile Driving and Extracting); Pumps, over 3" (1 to 3 not to exceed a total 0 ft.); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 small Electric Drill Winches; Bobcat (up to and including 3/4 cu.

Class 4. Hoists, Inside Elevators, Push Button with Automatic Doors; Oilers; Brick Forklift.

OPERATING ENGINEERS - HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Craft Foreman; Asphalt Plant, Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Silo Tender; Asphalt Spreader; Autograder; ABG Paver; Backhoes with Caisson attachment; Ballast Regulator, Belt Loader; Caisson Rigs; Car Dumper; Central Ready-Mix P Backhoe w/shear attachments; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Con Breaker (Truck Mounted): Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachm Cranes, Hammerhead, Linden, Poco & Machines of a like nature; Crete Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derr Traveling; Directional Boring Machine over 12"; Dredges; Field Mechanic-Welder; Formless Curb and Gutter Machine; Gradall and Machin a like nature; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post D Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mount Straddle Buggies; GCI Crane; Hydraulic Telescoping form (Tunnel); Tie Back Machine; Tractor Drawn Belt Loader; Tractor with Boom; Tractor with Attachments; Traffic Barrier conveyor machine; Raised or Blind Hole; Trenching Machine; Truck Mounted Concrete Pump with Boom; ' Mounted Concrete Conveyor; Underground Boring and/or Mining Machines; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Endloader Machine (less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Rec (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 78 Series to and including 27 cu. ft.; Con Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Conveyor Muck Cars (Haglund or Similar Type); Dr all; Finishing Machine - Concrete; Greaser Engineer; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Trucks (All Attachments); Hydro Blaster; Laser Scree; All Locomotives, Dinky; Pump Cretes; Squeeze Cretes-Screw Type Pumps, Gypsum B and Pump; Roller, Asphalt; Rotory Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Comp Spreader - Chip - Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size); Tank Car Heater; Tractors, Push, Pulling S Foot, Disc, Compactor, etc. Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and 0 Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; I Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers, Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Concrete Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with Frame; Work Boats; Tamper - Form-Motor Driven.

Class 4. Air Compressor - Small and Large; Asphalt Spreader, Backend Man; Bobcat (Skid Steer) all; Combination - Small Equipment Oper Directional Boring Machine up to 12"; Generators - Small 50kw and Under; Generators - Large over 50kw; Heaters, Mechanical; Hydraulic Unit (Pile Driving, Extracting, or Drilling); Hydro-Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a of 300 ft.); Pumps, Well Points; Tract-aire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Oilers and Directional Boring Machine Locator.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If is no such definition on file, the Bureau of Labor Statistics SIC list will be used. If a task to be performed is not subject to the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification provide such rate, such rate being deemed to exist by reference in this document. Further, if no such neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rate clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck driver (regardless of size of truck driven) is covered by the classifications of truck driver.

For Board Meeting of  
June 28, 1999

**Agenda Item D-8**

**BOARD RESOLUTION AND PROPOSED POLICY  
116.02 GOVERNMENTAL ETHICS AND STATE GIFT BAN COMPLIANCE**  
**(SECOND READING)**

Attorney Pace has recommended the Board approve the attached resolution and new policy so that we are in compliance with the State Gift Ban Act by July 1, 1999.

**RECOMMENDATION:** Board approval of the attached resolution and second reading of Board Policy 116.02 Governmental Ethics and State Gift Ban Compliance.

**RESOLUTION**  
**SAUK VALLEY COMMUNITY COLLEGE**

WHE EAS, the General Assembly has enacted the State Gift Ban Act (P.A. 90-737; House Bill 672; 5 ILCS 425/1 et seq.), which became effective on January 1, 1999; and

WHE EAS, Section 83 of the Act (5 ILCS 425/83) provides in pertinent part:

Within 6 months after the effective date of this Act, units of local government, home rule units, and school districts shall prohibit the solicitation and acceptance of gifts, and shall enforce those prohibitions, in a manner substantially in accordance with the requirements of this Act and shall adopt provisions no less restrictive than the provisions of this Act.

WHE EAS, in preparing to meet the mandatory July 1, 1999, deadline, imposed by the Act, the Board has determined that the Act contains several procedural and substantive defects and several ambiguities and inconsistencies which make compliance with the dictates of Section 83 of the Act difficult and perhaps impossible; and

WHEREAS, while the General Assembly may amend and clarify the Act so Community Colleges may have clear guidance in bringing themselves in compliance with the Act, it has become apparent that a legislative response will probably not be provided prior to the deadline imposed by Section 83;

*Second*  
NOW, THE EFORE, THE BOA D ADOPTS FOR FIRST READING THE FOLLOWING POLICY:

**116.02**

**GOVERNMENTAL ETHICS AND STATE GIFT BAN ACT  
COMPLIANCE POLICY**

1. COMPLIANCE WITH STATE GIFT BAN ACT. The College shall comply with all relevant provisions of the Illinois State Gift Ban Act ("Act") (5 ILCS 425, et seq.) which are

both mandatory and are applicable to Illinois Community Colleges. The applicable provisions of the Act are incorporated by this reference.

2. **PROHIBITIONS.** The solicitation or the acceptance of gifts by any employee of the College that is prohibited under the Act as applicable to Community College Districts is prohibited to the extent mandated by law.

3. **EXEMPTION OF BOARD MEMBERS.** Each member of the Board of Trustees is exempted from the applicability of the Act and of this policy to the full extent permitted or authorized by the Act. Each Trustee shall comply with the Act to the extent not exempted.

4. **BOARD ETHICS OFFICER.** The Board shall annually select one of its members or an administrator to serve as the Board's Ethics Officer. The Ethics Officer shall be appointed by the Chairman of the Board, with the concurrence of a majority of the Board. The Ethics Officer shall have the duties of Ethics Officers in Community College Districts as provided by the Act. Further, the Ethics Officer shall maintain familiarity with the Act and shall, at least annually, report to the Board regarding any relevant amendments to the Act, and regarding any Court or Ethics Commission interpretations of the Act applicable to Community College Districts. The President shall assist the Ethics Officer and provide resources for information regarding interpretation and responsibility under the Act.

5. **COMPLAINTS.** All complaints for violation of the Act and this policy shall be filed with the State Legislative Ethics Commission or such other commission as shall be directed by law.

6. **AMENDMENTS TO THE ACT.** This policy shall also incorporate relevant amendments to the Act as may be made from time to time.

7. **COURT DECLARATION OF CONSTITUTIONALITY.** In the event any provision of the Act applicable to Community Colleges is declared unconstitutional, then this

policy shall be deemed repealed to the extent of the declaration of unconstitutionality and shall not be enforced.

For Board Meeting of  
June 28, 1999

Agenda Item D-9

**ADMINISTRATIVE CALENDAR APPROVAL**

The attached administrative calendar for 1999-2000 is presented for Board approval.

**RECOMMENDATION:**      Board approval of the administrative calendar for 1999-2000 as presented.

# Sauk Valley Community College Administrative Calendar 1999-2000

## **1999**

### **JULY**

- 1 RAMP due at ICCB
- 4 Independence Day - Sunday
- 8 Annual Reports due in President's Office
- 15 Mail Fall Class Schedule Reminder
- 19 Fall Corporate and Community Services class schedule to Vice President of Instructional Services
- 21 Fall Corporate and Community Services class schedule to Office of College Relations
- 21 Administrative Council

## **1999**

### **AUGUST**

- 1 PQP due at ICCB
- 2 Final grades due in Admissions Office at 9 a.m.
- 4 Summer grades mailed to students
- 9 Last Four-Day Week
- 18 Fall Registration - 9 a.m. to 7 p.m.
- 19 Fall Registration - 9 a.m. to 4:30 p.m.
- 20 Fall In-service
- 23 Fall classes begin

## **1999**

### **SEPTEMBER**

- 1 Unit Cost due at ICCB
- 1 Free-for-Fall - Classes dismissed from 12 noon to 2:30 p.m.  
(Afternoon and evening classes beginning after 2:30 p.m.  
will be held as scheduled.)

- 6 Labor Day - College closed
- 7 Mail Fall Corporate and Community Services Class Schedule
- 22 Administrative Council
- 23 Spring 2000 Class Schedule to Review Committee
- 27 Corporate and Community Services classes begin
- 27 Deadline for Trustee approval of final FY2000 Budget

**1999**

**OCTOBER**

- 1 Deficiency Notices to students
- 4 Spring 2000 Class Schedule to Office of College Relations
- 11 Columbus Day - College closed
- 29 Spring 2000 Class Schedule on campus and mailed

**1999**

**NOVEMBER**

- 1 Early Registration for Spring 2000
- 2 College Night
- 11 Veteran's Day - College closed
- 15 Telephone Registration begins
- 22 Spring 2000 Corporate and Community Services Class Schedule to Vice President of Instructional Services
- 24 Spring 2000 Corporate and Community Services Class Schedule to Office of College Relations
- 24 Administrative Council
- 24 College closes at 4:30 p.m. for Thanksgiving vacation  
(No evening classes)

**1999****DECEMBER**

- 13 Recommendation from Vice Presidents to President for tenured personnel appointments
- 13 Final exams begin
- 16 Final exams end
- 20 Final grades due in Admissions Office at 8:30 a.m.
- 22 Fall grades mailed to students
- 22 College closes for Christmas break at 4:30 p.m.

**2000****JANUARY**

- 3 College offices open at 8 a.m.
- 3 Corporate and Community Services Class Schedule on campus and mailed
- 3 Regular Spring 2000 Registration Continues 9 a.m. to 7 p.m.
- 4 Regular Spring 2000 Registration Continues 9 a.m. to 7 p.m.
- 5 Regular Spring 2000 Registration Continues 9 a.m. to 7 p.m.
- 6 Regular Spring 2000 Registration Continues 9 a.m. to 4:30 p.m.
- 7 Spring 2000 In-service
- 10 Spring 2000 Semester Classes Begin (Monday)
- 10 Late Registration 9 a.m. to 7 p.m.
- 11 Late Registration 9 a.m. to 7 p.m.
- 12 Late Registration 9 a.m. to 7 p.m.
- 13 Late Registration 9 a.m. to 7 p.m.
- 14 Late Registration 9 a.m. to 4:30 p.m.
- 13 Official deadline for notice of reappointment to tenured personnel from President
- 17 Martin Luther King Day - College closed
- 19 Administrative Council
- 31 Corporate and Community Services Classes Begin

**2000**

**FEBRUARY**

- 14 Deadline for official notice of reappointment of non-tenured personnel by the President
- 18 Deficiency Notices to students
- 21 President's Day - College Closed (Monday)
- 23 Summer 2000 and Fall 2000 Class Schedules to Review Committee
- 26 Summer 2000 and Fall 2000 Class Schedules to Office of College Relations
- 28 Board action on tenured and non-tenured personnel recommendations

**2000**

**MARCH**

- 13 Summer 2000 and Fall 2000 Class Schedules on campus and mailed
- 16 Workshop Day (classes begin at 4:00 p.m.)
- 24 Spring vacation begins at 4:30 p.m.
- 29 Administrative Council

**2000**

**APRIL**

- 3 Classes Resume
- 3 Early Registration for Summer 2000 Session, Intersession, and Fall 2000
- 10 Commencement Program copy due to Office of College Relations
- 21 Holiday - College Closed

**2000**

**MAY**

- 8 Final exams begin
- 11 Final exams end
- 11 Graduates grades due by 12 noon in Admissions Office
- 15 All grades due in Admissions Office at 8:30 a.m.

- 15 Four-Day Week begins
- 15 Summer 2000 Intersession begins
- 17 Commencement
- 18 Spring 2000 Semester grades mailed to students
- 24 Administrative Council
- 29 Memorial Day - College closed
- 31 Summer Session 2000 Registration Continues  
9 a.m. to 7 p.m.

**2000**  
**JUNE**

- 1 Summer 2000 Intersession ends
- 5 Summer 2000 Intersession grades due in Admissions Office  
at 8:30 a.m.
- 5 Summer Session 2000 classes begin
- 22 All support and professional/technical staff evaluations  
to President

Office of the President  
June 1999  
ADMNCAL

For Board Meeting of  
June 28, 1999

Agenda Item D-10

### **OBSOLETE EQUIPMENT**

The administration would like to dispose of nine used microscopes from the Biology Department. In order for the College to dispose of these items the Board must declare them obsolete equipment.

**RECOMMENDATION:** Board declaration of these nine microscopes as obsolete equipment so that they can be sold to Segermark at a price of \$50 each.



**SAUK VALLEY  
COMMUNITY  
COLLEGE**

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

**MEMORANDUM**

**TO:** Dr. Richard L. Behrendt  
**FROM:** James E. Frederick  
**DATE:** June 17, 1999  
**SUBJECT:** Obsolete Equipment

In March of 1998, the Board approved the sale of 50 used microscopes from the Biology Department to Segermark. Since that time 24 additional new microscopes were purchased for the Biology Department which enabled the College to dispose of nine outdated microscopes.

We contacted several dealers including Segermark about purchasing these outdated microscopes. These microscopes need a great deal of work and parts are hard to obtain. Only Segermark was interested in purchasing the microscopes at a price of \$50 each. All other dealers were only willing to offer \$20 each.

I recommend Board approval of disposal of the nine microscopes at a price of \$50 each for a total of \$450 to Segermark.

n  
att

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

---

**DATE:** November 3, 1998

**TO:** Jack Murphy

**FROM:** Phil Gover 

**RE:** Disposal of Microscopes

Attached is a memo from Dale Heuck regarding disposal of old microscopes from the biology department. I am in agreement with the sale of these microscopes. This sale requires board approval and needs to be facilitated through your office.

js

copy Therese Wood

## Memorandum

---

Date: August 26, 1998

To: Phil Gover

From: Dale Heuck *DH*

Subject: Disposal of Microscopes

We recently completed the purchase of 24 microscopes for the biology department. This means that each lab is fully equipped with new scopes. We want to dispose of 9 more of the old microscopes. Sergermark (the firm that purchased the other old microscopes) has offered us \$450.00 for them.

I recommend that the college sell the used microscopes to Sergermark.

cc Therese Wood

413.01 Attendance

It is the policy of Sauk Valley Community College to require each instructional staff member to keep an accurate grade and attendance record for each student enrolled in his or her classes and to provide this information upon request to appropriate College officials. These information requests will occur at regular intervals during the semester and at the close of the semester.

2/12/79

3/23/87

414.01 Personnel Disciplinary Policy

An effective educational program requires the services of men and women of high ideals, human understanding, and integrity. All employees of Sauk Valley Community College are expected to know and shall be responsible for observing all provisions of the law, the code of ethics of the education profession, and all policies and regulations of the Board of Trustees of said College.

A violation of any said items shall constitute grounds for disciplinary action, including dismissal, for unprofessional conduct, inadequate performance of duties, and/or violation of official College policies.

2/12/79

3/23/87

415.01 Dismissal for Cause for Administrators and Instructional Faculty

Any one of the following shall be considered adequate cause for suspension and possible termination of administrators and instructional faculty:

- Inadequate performance of duties;
- Willful and continuous neglect of duties;
- Unprofessional conduct;
- Violation of official college policies;
- Moral turpitude;
- Unjustifiable insubordination; and/or
- Physical or mental incapacity.

416.01 Other Reasons for Termination

Age: Tenure shall expire automatically and without notice upon completion of the contract year in which the 70th birthday of a tenured staff member occurs. Employment after 70, if any, shall be on either a temporary or an annual contract basis.

Budget or Program Retrenchment: The services of any member of the faculty and administration may be terminated in the event of the need for financial or program retrenchment. Notification of termination shall be given as soon as the need for retrenchment is apparent. Such termination shall be made at the close of the contract year. Positions which have been vacated on such grounds shall not be filled within two years. Members of the division in which the program retrenchment is being considered shall be consulted in a division retrenchment.

2/12/79

3/23/87

## **Academic Report**

After having two solid years academically, in which our Academic All-Conference Honors went from 11 in 1996-97 to 13 in 1997-98, this year our teams had 27 student athletes named to the Arrowhead Academic All-Conference Team. To qualify for this honor athletes must maintain at least a 3.00 GPA for two full-time semesters. Checking the records from previous years that were on file, our previous high was in 1995-96 with seventeen student athletes making all-conference honors. In addition to the increase in academic all-conference honors, our athletes overall raised their average GPA from 2.55 in 1997-98 to 2.78 in 1998-99.

Finally, for the fourth straight year, we will again have at least two athletes receive Academic All-American Honors this summer. They are Maria Mathew from cross-country and Cole Bertsch from baseball. In addition, both these athletes will receive Distinguished Honors and special recognition for maintaining perfect 4.00 GPA for all work done.

**1998-99 Sauk Valley Community College**  
**Athletic Department Grade**

<b>Sport</b>	<b>#of Athletes</b>	<b>Avg. Hours</b>	<b>Avg. GPA</b>
<b>Basketball</b>			
Men's	13	26	2.61
Women's	13	30	2.91
<b>Baseball</b>			
Men's	22	25	2.7
<b>Cross Country/Track</b>			
Men's	5	25	2.96
Women's	3	27	3.3
<b>Golf</b>			
Men's	6	25	2.81
<b>Softball</b>			
Women's	12	27	2.79
<b>Tennis</b>			
Men's	6	28	2.92
Women's	6	20	2.49
<b>Volleyball</b>			
Women's	10	29	2.96
<b>Total Student Athletes</b>		<b>Avg. Hours</b>	<b>Avg. GPA</b>
<b>89</b>		<b>26</b>	<b>2.78</b>

All SVCC students Fall 96 through Spring 99: 2.7 - 2.9

For Board Meeting of  
June 28, 1999

**Agenda Item F-1**

**PUBLIC HEARING ON 1999-2000 BUDGET**

The tentative 1999-2000 balanced budget was approved for first reading at the May meeting and has been available for public review for the required 30 days. As advertised, a period of time shall be set aside at this meeting for a Public Hearing at which time the Board will receive comments or inquiries from any citizen present.

For Board Meeting of  
June 28, 1999

**Agenda Item F-2**

**APPROVAL OF 1999-2000 BUDGET (SECOND READING)**

The FY2000 Budget is presented for final approval. Attached is a summary of adjustments made to the tentative budget (plus summary comparisons) that are now included in the final document.

**RECOMMENDATION:** Board approval of the FY2000 Budget as presented.

## **Sauk Valley Community College FY2000 Budget Highlights**

The budget reflects the educational programs and services for the citizens of District No. 506 located in Lee, Whiteside, Carroll, Bureau, Ogle and Henry Counties.

The budget converts the programs and services of the College into financial terms and is developed within the institutional guidelines and policies of the College. The budget is comprehensive, balanced and presented for review and acceptance, within the timetable and procedures established by state statute, in the format mandated by the Illinois Community College Board.

There are nine major funds. The first two, Education and Operations & Maintenance are referred to as the operating fund. The operating fund provides the financial resources to operate the College on a daily basis. The remaining seven funds are restricted for certain purposes, and are philosophically intended to be self supporting either from their intended activity or a non discretionary revenue source (i.e., taxes to retire a debt obligation.) The FY2000 budget, for all College funds, is \$15,575,314.

The guidelines that are the foundation of the budget are as follows.

### **Operating Funds:**

- Budgeted revenues from local property taxes (assessed valuations) have increased 5.7%, providing 38% of the operating revenues.
- Tuition and fees are budgeted at the same amount that was received for FY99, providing 26% of the operating revenues. This revenue source is not expected to increase due to flat enrollment and no tuition rate increase.
- Legislative appropriations indicate that overall state funding will be stable for FY2000, providing 32% of the operating revenues.
- State revenue includes an ICCB grant of \$120,000 designed to benefit small schools that we were not aware of during the budgeting process for FY99, but received during that year.
- The Adverse Court Decision grant received in FY99 was a one time grant that was received due to our loss of the Northwest Steel & Wire Tax appeal case.
- In an effort to better track its profitability, total public service revenue of \$162,450 has been relocated from "Revenues" to the appropriate departments in Corporate and Community Services.

- To be consistent with audit requirements, state payments of \$326,000 on behalf of the College to SURS have been budgeted as revenue with a corresponding expenditure.
- Due to in-progress negotiations last year at this time, salary increases for FY99 were budgeted in a single line item. For FY2000, salary increases have been budgeted in the appropriate department, therefore appearing to cause approximately a 10% cumulative increase.
- All appropriate salary increases have been included, as well as the \$20 per credit hour increase for part-time faculty.
- A modest portion of the maintenance and custodial salaries has been moved to the Liability, Protection and Settlement Fund to reflect their contribution to liability reduction.
- Early retirement payouts budgeted for FY99 consisted of: Ron Marlier \$12,249, Dick Holtam \$11,297, George Vhrel \$9,466, Ed Beatty \$10,454, Glenn Bailey \$11,109 and Mary Willett \$18,943. Early retirement payouts budgeted for FY2000 consist of: Jean Cogdall \$13,190, Ed Beatty \$6,005 and Glenn Bailey \$15,500. The College's Senior Service Option allows retiring employees to receive their early retirement payouts over the last two years of employment in exchange for additional services rendered for the benefit of the College.
- Medical insurance premium expenditures from the college on behalf of employees increased 16% from FY99.
- To fund the College's contribution to the State Retirement Health Insurance Plan, which began on January 1, 1999, 50% of the annual contribution amount was budgeted for FY99. A full year's contribution to the Plan is required for FY2000; therefore an increase of 100% was budgeted.
- In an effort to streamline accounting procedures, tuition reimbursements and SVCC waivers of \$22,000 have been moved from the various departments to one account.
- Budgeted expenditures for technology enhancements have not increased, but a plan is being considered to provide funds to keep the College competitive in technology.
- For auditing purposes, technology fee expenditures of \$93,000 have been moved from the Auxiliary Fund to the Education Fund as these are for instructional purposes.
- Funding for equipment has been decreased by \$32,571 from FY99 levels.

- The budgeted expenses for Baccalaureate-Oriented Transfer, Business Occupational, Technical Occupational, Remedial Studies, & Adult Basic, Adult Secondary Ed have been moved from Corporate and Community Services to the Dean of Business, Technology and Natural Science and the Dean of Arts, Social Sciences & PE, because they will be processing all credit courses.
- A transfer from the Education fund to balance the Operations and Maintenance Fund's budget was not necessary this year. For auditing purposes, a transfer from the Auxiliary Fund to the Education Fund of \$93,000 in Technology Fee funds was budgeted, as these fees are used for instructional purposes.

**Restricted Purposes Fund:**

- The College was fortunate to have attained reauthorization of all of its 24 major grants.

**Operations and Maintenance Fund (Restricted):**

- Protection, Health and Safety (PHS) expenses will exceed revenue due to expenditures in FY2000 paid from previously collected PHS levies.

On June 28, 1999, the Board of Trustees of Illinois Community College District #506 (Sauk Valley Community College) formally adopted the Fiscal Year 2000 Budget as follows:

Member Thompson made a motion to adopt the FY 00 Budget as presented.

Member Simpson seconded the motion.

The roll call vote was as follows:

Andersen Yes

Groharing Yes

Simpson Yes

Wolf Yes

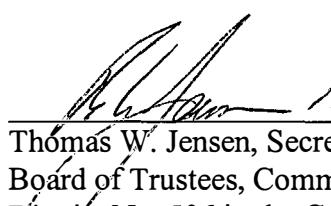
Thompson Yes

Yemm Yes

Jensen Yes

Straw-Student Trustee Absent

A copy of the adopted budget is enclosed.



Thomas W. Jensen, Secretary  
Board of Trustees, Community College  
District No. 506 in the Counties of Whiteside,  
Lee, Ogle, Henry, Bureau, and Carroll,  
State of Illinois

For Board Meeting of  
June 28, 1999

**Agenda Item F-3**

**RAMP**

Attached are the RAMP Community College Capital Requests for FY2001 which must be submitted to the ICCB July 1, 1999. The Board should be specifically aware that we have included two projects in this request: last year's renovation of the west wing of the College and T-1 (Remodel T-1 and West Wing, Building One) as well as more extensive remodeling of the main building (Remodel Building One).

**RECOMMENDATION:** Board approval of the attached RAMP Community College Capital Requests for 2001 to be submitted to ICCB by July 1, 1999.

For Board Meeting of  
June 28, 1999

Agenda Item H-1

### APPOINTMENT OF COLLEGE DISTRICT TREASURER

The administration is recommending the Board adopt the attached resolution to make Ruth C. Bittner Treasurer of Sauk Valley Community College District 506, effective June 28, 1999.

**RECOMMENDATION:** Board approval of the attached resolution to make Ruth C. Bittner Treasurer of Sauk Valley Community College District 506.

**SAUK VALLEY COMMUNITY COLLEGE  
BANKING RESOLUTION**

I, the undersigned, Secretary of Sauk Valley Community College District 506 do hereby certify that the following is a complete, true, and correct copy of certain resolutions adopted at a duly called meeting held on the 28<sup>th</sup> day of June, 1999, and that said resolutions are set forth in the minutes of said meeting and have not been rescinded or modified.

BE IT RESOLVED, that Ruth C. Bittner is authorized to SIGN ANY AND ALL CHECKS, DRAFTS, AND ORDERS, including orders or directions in informal or letter form, against any funds at any time standing to the credit of this Organization with the said Bank, and the said Bank hereby is authorized to honor any and all checks, drafts and orders so signed or facsimile of signature thereof, including those drawn to the individual order or any such officer and/or other person signing the same, without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts and orders, or the proceeds thereof.

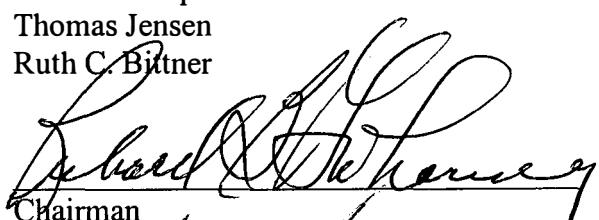
BE IT FURTHER RESOLVED, that the foregoing resolutions, directions, and instructions, shall continue in force until express written notice of its revision or modification has been received by the Bank. It is agreed for the purpose of inducing the said Bank to act hereunder that said Bank shall be saved harmless from any loss suffered or liability incurred by it in acting hereunder.

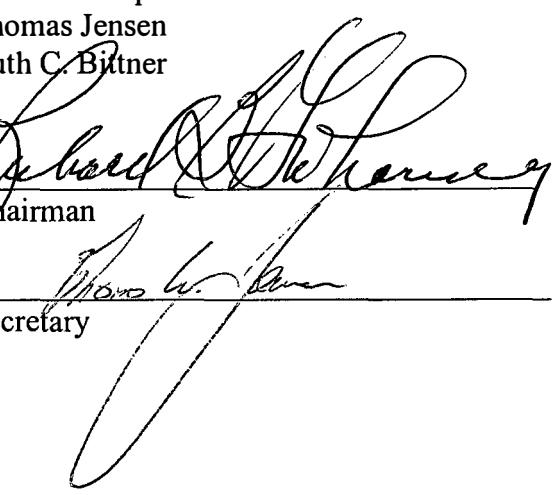
I FURTHER CERTIFY that the following named persons are the officers of the said Organization, duly qualified and now acting as such:

Chairman:  
Vice Chairman:  
Secretary:  
Treasurer:

Richard Groharing  
William Simpson  
Thomas Jensen  
Ruth C. Bittner

Approved: June 28, 1999

  
Richard Groharing  
Chairman

  
Ruth C. Bittner  
Secretary

For Board Meeting of  
June 28, 1999

Agenda Item H-2

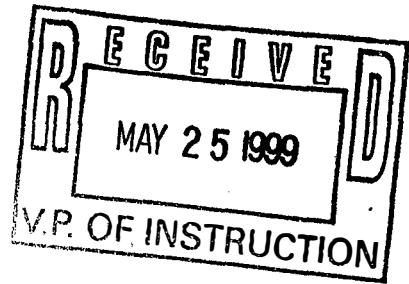
#### FACULTY RETIREMENT

We have received the attached retirement request from Ronald H. Happach, Professor of Industrial Education, effective May 31, 1999. Ron has been with the College since August of 1974.

**RECOMMENDATION:** Board approval of the retirement request of Ronald H. Happach, Professor of Industrial Education, effective May 31, 1999.



Sauk Valley  
Community  
College



Jim Tegtmeier

Please accept this letter of Resignation to be effective May 31, 1999. I wish to thank you and all the Staff of Sauk Valley Community College for their kind consideration during my 25 years associated with SVCC.

I wish continued success to Sauk Valley Community College in all its endeavor and stand ready to help the institution in any manner possible.

Cordially,

*Ronald H. Happach*  
Ronald H. Happach

SVCC provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military services.

For Board Meeting of  
June 28, 1999

Agenda Item H-3

#### **FACULTY APPOINTMENT (COUNSELOR)**

The Search Committee and the administration are recommending the appointment of Mona Dowiat, of Kings, IL as Counselor (Instructor Step 5), effective August 1, 1999. The College received a total of 28 applications for the two counseling positions and the committee made reference calls and conducted interviews with four candidates.

**RECOMMENDATION:** Board approval of the appointment of Mona Dowiat as Counselor (Instructor Step 5), effective August 1, 1999 at a 12-month salary of \$28,117 (9 months) and \$5,623 for summer.

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

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

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

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

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

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

Authorizations:

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

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

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

**SAUK VALLEY COMMUNITY COLLEGE**

**VICE PRESIDENT OF STUDENT SERVICES**

**MEMORANDUM**

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**TO:** Dr. Richard Behrendt

**FROM:** Joan E.Kerber *jk*

**DATE:** June 20, 1999

**SUBJECT:** Recommendation for Appointment of Mona Dowiat as Counselor

**Analysis of Qualifications:**

**Academic:** Mona Dowiat graduated from Northern Illinois University with a Masters of Science in Education in Counseling with an emphasis in Student Development in May 1999. Also from Northern Illinois University, Mona obtained a Bachelor of Science in May 1995 in Speech-Language Pathology with a minor in Psychology.

**Professional**

**Background:** Ms. Dowiat was a residential counselor at Focus House Residential Center in Rochelle, Illinois from May 1996 through January 1997. Prior to that she was an adolescent Treatment Specialist at the same establishment for four years. She served as an assistant to the Ombudsman at Northern Illinois University during her graduate work. And she completed the following three counseling internships in conjunction with her Masters degree: Counseling Center, Northern Illinois University; Focus House Residential Center, Rochelle, IL; and Career Services, Elgin Community College.

**Personal**

**Background:** Ms. Dowiat served in the United States Air Force as an Avionics Technician from 1987-1990 where she coordinated aircraft maintenance for pilots and support staff. She received outstanding recommendations from all of her professional/academic references. Many commented on the maturity level of Mona, her ability to gain the trust of her clients, and her high work ethic.

**Selection  
Process:**

Sauk received 28 applications in total for the two positions. The selection and screening committee made reference calls and conducted interviews with four candidates.

**Selection Committee:**

Cindy Alfano, Director of Admissions  
Tom Breed, Coordinator of Counseling/Co-chair  
Belinda Dalton, Coordinator of Student Support Services  
Terry Funston, Counselor of Student Support Services  
Rosemary Johnson, Director of Allied Health  
Joan E. Kerber, Vice President of Student Services/Co-chair  
Janet Matheney, Counselor  
David Peterson, Director of Financial Aid  
Jane Verbout, L.A.C. Assistant  
(David Edlebach, Instructor, resigned due to summer schedule)

Also assisting in the search:

Lesley Frederick, Coordinator of Student Activities  
Pam Clodfelter, Coordinator of Career Services  
Dick Holtam, Counselor

Additional interviews were conducted by:

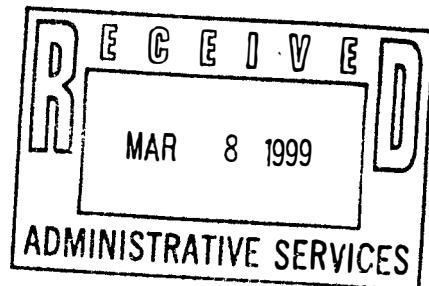
Curt Devan, Coordinator of Personnel Services  
Jim Frederick, Acting Vice President of Administrative Services  
Dr. Jim Tegtmeyer, Acting Vice President of Instruction  
Dr. Richard Behrendt, President

Mona I. Dowiat

Kings, IL 61068-4527  
Hm. 815 562-6835 Wk. 815 753-1414

March 4, 1999

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



Dear Mr. Devan,

It is with considerable interest that I enclose my resume in application of the Counselor position currently available. I welcome the opportunity to meet with you to discuss my qualifications. I am well suited for such a position with strong interpersonal skills and higher education counseling experience in a community college setting.

Through my internship work in Career Services at Elgin Community College, I developed and presented career inventory workshops, career assessment workshops, and various classroom presentations. Individual client appointments provided me the opportunity to provide personal and career counseling. I was able to connect personal characteristics, academic aspirations, and career trends to provide a well-rounded counseling approach and increase the students desire to remain in college. I instructed clients on the use of many internet based job search modalities such as Collegiate Employment Network. I also assisted clients in the use of the Discover program.

Through my work as assistant to the Ombudsman at Northern Illinois University, I have developed a number of successful techniques used in conflict resolution, crisis intervention, counseling, and campus outreach. While my main objective in the Ombudsman office is to remain confidential and neutral, I have found that skills such as focused listening, empathic affirmation, and issue clarification are key in developing the rapport necessary in working effectively with a diverse student population. I have also been able to provide students with the knowledge and reassurance needed to effectively navigate their way through University policies and procedures. The Ombudsman office also allows me the opportunity to sharpen my conflict resolution skills and to appreciate and acknowledge new viewpoints.

As an instructor at Northern Illinois University, I had the opportunity to teach a career development course for multicultural freshman and sophomore students. I facilitated productive classroom discussion and continuous student interaction especially when dealing with topics involving values and career exploration. As a residential counselor at Focus House I had the opportunity to counsel a multicultural population. In this position I administered numerous psychological tests and interpreted the results to clients and school psychologists. I was able to build trust and rapport with clients and their families.

I received my first degree from a community college. The acceptance, flexibility, and community atmosphere that I felt will never be forgotten. Because of this positive personal experience, I have always had a strong desire to work on a community college campus so I can play a role in providing student-oriented services. I will complete my M.S.Ed. in Counseling with an emphasis in Student Development in Higher Education on May 8<sup>th</sup> 1999. I am extremely interested in the Counselor position available at this time. I am an honest person who has proven her capacity to counsel on many different levels. After reviewing my resume please contact me for an appointment to discuss how I might contribute to your college.

Sincerely,

*Mona Dowiat*

Mona Dowiat

# MONA DOWIAT

Kings, IL 61068-4527

Hm 815 562-6835  
[moniek@rochelle.net](mailto:moniek@rochelle.net)

## OBJECTIVE

To obtain a Counselor position at Sauk Valley Community College.

## EDUCATION

**Master of Science in Education**, May 1999. Northern Illinois University, Dekalb, IL  
**Major:** Counseling      **Emphasis:** Student Development in Higher Education

**Bachelor of Science**, May 1995. Northern Illinois University, Dekalb, IL  
**Major:** Speech-Language Pathology  
**Minor:** Psychology

**Associate in Science**, May 1992. Kishwaukee College, Malta, IL

## COUNSELING EXPERIENCE

**Assistant to the Ombudsman, Office of the Ombudsman**  
Northern Illinois University, Dekalb, IL May 1997- May 1999

- Counseled, advised, and provided conflict resolution and mediation to a diverse student population on issues ranging from judicial grievances to sexual harassment and discrimination.
- Maintained student confidentiality and established rapport and trust while providing formal and informal options. Prepared confidential case notes detailing client concerns.
- Prepared and facilitated classroom presentations explaining the role of the Ombudsman office on campus.
- Collaborated with university offices to establish policy and procedures and to create clearer communication between students and campus offices.
- Actively participated in the search, screening, and interviewing of graduate assistants.
- Participated in University outreach projects such as new student move-in, orientation, card distribution, and web page design.

**Residential Counselor, Focus House**

Focus House Residential Center, Rochelle, IL May 1996-January 1997

- Counseled adolescents and their families individually and in weekly group meetings.
- Provided crisis intervention and personal counseling to clients with differing cultural, gender, and racial identities. Was effectively able to individualize support and care while developing rapport.
- Facilitated parent groups, peer groups, and specialized groups such as grief issues and women's issues.
- Compiled weekly chronological reports and psychosocial reports.

**Practicum Counselor, Counseling Lab**

Northern Illinois University, Dekalb, IL. January-May 1998

- Provided services under supervision to clients struggling with personal, family, and relationship issues.
- Met weekly with practicum supervisor to discuss counseling skills and progress of clients.

**Practicum Counselor, Focus House**

Focus House Residential Center, Rochelle, IL. January-May 1998

- Conducted an anger management group with adolescent residential members.
- Collaborated weekly with residential counselor on group issues such as promotion of group cohesiveness and session themes.

## CAREER COUNSELING EXPERIENCE

### Career Services Internship, Career Services

Elgin Community College, Elgin, IL. August-December 1998

- Advised and counseled a diverse student population on issues such as:
  - career decision making
  - educational choices
  - personal development
  - resume preparation
  - job search skills
- On a bi-monthly basis administered the Self-Directed Search and conducted a career inventory workshop addressing the career development cycle and current trends in career development/exploration.
- On a bi-monthly basis assessed the Strong Interest Inventory and the MBTI in a group setting.
- Prepared and presented various career workshops.
- Instructed students and community members on the use of the Discover program, Collegiate Employment Network, and Internet-based job search modalities.

### Instructor, Department of Educational Psychology, Counseling, and Special Education

Northern Illinois University, Dekalb, IL. June-August 1998

- Taught 3-credit career development class for multicultural college freshman and sophomores.
- Lectured and facilitated class discussion on the nature of the work force, self-exploration, occupational research, and job preparation.
- Provided group interpretation on results of Strong Interest Inventory and Career Decision Making instruments.
- Connected career aspirations with the necessary tools one needs when exploring the world of work.

## RELEVANT EXPERIENCE

### Adolescent Treatment Specialist, Focus House

Focus House Residential Center, Rochelle, IL 1990-1994

- Supervised up to 20 court ordered adolescents in a residential setting.
- Provided life skills instruction.
- Maintained and nurtured relationships with residential members.
- Prepared objective, detailed reports describing behaviors and identifying problem areas.
- Dispensed medication.

### United States Air Force

Avionics Technician, 1987-1990

- Conducted electronic repair on the F-16 aircraft.
- Coordinated aircraft maintenance with pilot and support staff.
- Debriefed pilot on issues ranging from aircraft performance to weather conditions.
- Participated in emergency temporary duty assignments.

## PROFESSIONAL DEVELOPMENT AND INTERESTS

- Member of American Counseling Association, American College Counseling Association, American Mental Health Counselors Association, and Northern Illinois University Counseling Association.
- Obtained my Licensed Professional Counselor certification.
- Knowledge of Windows 98, Word, Works, WWW, and Power Point.
- Classroom Volunteer, Saturday Scholar Volunteer, and Hospice Volunteer.
- Completed Drug Addictions course May 1999.
- Enjoy folk and bluegrass music, documentaries, reading, and learning.

### Educational/Counseling Philosophy

As a student affairs professional, I believe that student success is a collaborative endeavor. I feel that all members of the college community contribute to the educational experience of the student. This inclusive, team approach places student needs as the number one priority. On a community college campus the focus of student-oriented services can be sharpened and defined to a greater degree because of the strong commitment to a holistic educational experience. A holistic educational experience cannot be one dimensional or linear, it should be non-linear and may include many different student co-curricular support services such as career counseling, learning study skills workshops, and student support groups. I believe that on a community college campus it is the responsibility of the student affairs professional to play a major role in creating an environment that takes into account life experiences, educational goals, and career issues.

A community college campus is unique in that a community atmosphere is created when the whole campus works together to provide a rich academic and life experience to the student through academic courses and support programs, and to members of the community through continuing education and community programs. In order to provide the richest opportunity to a student, one must support and actively promote different life experiences and accept diverse ideas and viewpoints.

As a member of a college campus who has worked with students in the classroom and outside of the classroom, I am uniquely aware of the incredibly important role that faculty-student relationships play in student success. Hours of availability, reciprocity of ideas and questions in class, acknowledgment of criticism, and humble acceptance of praise are ingredients that make for an effective teaching faculty member.

Because of my training and hands on experience in student development in higher education, I feel that I am aware of the importance of a holistic learning environment. A holistic environment is one that acknowledges and takes into account diverse ideas and lifestyles, respects and promotes the academic component, and acknowledges the importance of student support programs such as; study skills training, career resources and job preparation, academic advising, and personal counseling. On a community college campus all of these components come together to create an open and receptive environment that is flexible to the needs of traditional students, non-traditional students, and students with special needs. I graduated from a community college and am keenly aware of the support, flexibility and community atmosphere that is prevalent on a community college campus. This sense of community has lead me to seek out a leadership position at a community college so I can play a role in creating and providing excellent student oriented services.

For Board Meeting of  
June 28, 1999

Agenda Item H-4

**FACULTY APPOINTMENT (COUNSELOR)**

The Search Committee and the administration are recommending the appointment of Ann C. Daly of DeKalb, IL as Counselor (Instructor Step 5), effective August 1, 1999. The College received a total of 28 applications for the two counseling positions and the committee made reference calls and conducted interviews with four candidates.

**RECOMMENDATION:** Board approval of the appointment of Ann C. Daly as Counselor (Instructor Step 5), effective August 1, 1999 at a 12-month salary of \$28,117 (9 months) and \$5,623 for summer.

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

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

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

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

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

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

Authorizations:

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

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

2. For changes in biographical information complete parts 1, 2 and 3 as instructed above for new employees except, only packet items E), F) and G) are required.

3. ~~Temporary changes of current employees such as department or account number changes, complete part 1 and Supervisor/Dean's signature of part 3 only. No other information is required to accompany this form.~~

SAUK VALLEY COMMUNITY COLLEGE  
VICE PRESIDENT OF STUDENT SERVICES  
MEMORANDUM

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**TO:** Dr. Richard Behrendt  
**FROM:** Joan E.Kerber *JK*  
**DATE:** June 23, 1999  
**SUBJECT:** Recommendation for Appointment of Ann Daly as Counselor

**Analysis of Qualifications:**

**Academic:** Ann graduated from Northern Illinois University with a Masters of Science in Education in Counseling with a student development emphasis in higher education in December of 1999. Also from Northern Illinois University, Ann obtained a Bachelor of Science in Physical Education.

**Professional**

**Background:** Ms. Daly was a Wellness Specialist and Instructor at Swedish American Hospital from October of 1986 through January of 1991. In that position, she instructed community classes and corporate workshops on stress management and wellness issues. She completed the following four counseling internships during her graduate program: Counseling and Student Development Center at Kishwaukee College; Educational Services and Programs at Northern Illinois University; University Resources for Women also at Northern Illinois University; and the Guidance Department of Sycamore High School.

**Personal**

**Background:** Ms. Daly received outstanding recommendations from all of her professional/academic references. The remarks included good team player, high energy level, creative, well liked, organized and ability to connect with students.

**Selection  
Process:**

Sauk received 28 applications in total for the two positions. The selection and screening committee made reference calls and conducted interviews with four candidates.

Selection Committee:

Cindy Alfano, Director of Admissions  
Tom Breed, Coordinator of Counseling/Co-chair  
Belinda Dalton, Coordinator of Student Support Services  
Terry Funston, Counselor of Student Support Services  
Rosemary Johnson, Director of Allied Health  
Joan E. Kerber, Vice President of Student Services/Co-chair  
Janet Matheney, Counselor  
David Peterson, Director of Financial Aid  
Jane Verbout, L.A.C. Assistant  
(David Edlebach, Instructor, resigned due to summer schedule)

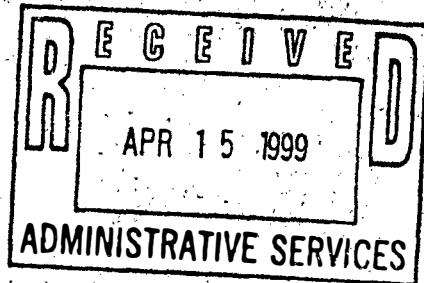
Also assisting in the search:

Lesley Frederick, Coordinator of Student Activities  
Pam Clodfelter, Coordinator of Career Services  
Dick Holtam, Counselor

Additional interviews were conducted by:

Curt Devan, Coordinator of Personnel Services  
Jim Frederick, Acting Vice President of Administrative Services  
Dr. Jim Tegtmeyer, Acting Vice President of Instruction  
Dr. Richard Behrendt, President

DeKalb, Illinois 60115  
April 12, 1999



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

Dear Mr. Devan:

I am responding to the vacancy posted on the Sauk Valley Community College website for the position of Counselor. Please accept the enclosed material in support of my application for this position. I am graduating in May with a master's degree in counseling with a student development emphasis in higher education. I am specifically interested in working in a two-year college, fostering a sense of community within the educational environment.

Over the past year, I have had the unique opportunity to work with a wide spectrum of diverse clientele within the community college and university settings. Working with community college students and university students, as well as high school students has allowed me to understand the full continuum of needs that a counselor will encounter in student development. I have enjoyed the variety of experiences that working in a community college encompasses including academic advising, career planning, and personal counseling. Working at Kishwaukee College has given me the opportunity to develop a working knowledge of the Illinois Articulation Initiative, as well as an appreciation for the diversity of goals within the student body. I have a strong background in career planning, having taught classes at Kishwaukee College, Northern Illinois University, and worked individually with students of all ages.

At Northern Illinois University, I worked with first-year, primarily first-generation college students to orient them to the university and provide strategies for success as students. An important focus in teaching the Freshman Experience class was the emphasis on appreciating diversity, promoting retention, and developing cohesion within this culturally diverse group. The students I worked with were from traditionally underrepresented populations admitted to the university through an alternative admissions program. My communication skills, on a personal and large group scale, are well developed from my experiences as a counselor, an instructor, an advisor, and an advocate for the students.

I would welcome the opportunity to meet with you further to discuss my qualifications. I have enclosed my resume highlighting related experiences for your consideration. I feel my training and experiences, combined with enthusiasm, creativity, and flexibility would be a good match with Sauk Valley Community College's tradition of community service and enrichment. I appreciate your consideration of my qualifications and look forward to hearing from you soon.

Sincerely,

*Ann C. Daly*  
Ann C. Daly

Enclosures

Ann C. Daly

**DeKalb, IL 60115**

(815) 748-3480  
adaly@niu.edu

## EDUCATION

8/95 – 12/99      **Master of Science in Education, Counseling**

*Northern Illinois University, DeKalb, IL*

8/95 – 5/99 Dual Emphasis: Student Development in Higher Education  
Counselor Education

**8/84 - 5/86      Bachelor of Science**

*Northern Illinois University, DeKalb, IL*

### Major: Physical Education

Major: Physical Education  
Emphasis: Corporate Fitness/Cardiac Rehabilitation

8/82 - 8/84

## **Associate of Science**

**Associate of Science**

## **Rock Valley College, Rockford** Emphasis: Natural Sciences

## COUNSELING EXPERIENCE

7/98 - 12/98

Counseling Intern, Counseling & Student Development Center

**Kishwaukee Community College, Malta, IL**

- Advised students on course selections and graduation requirements
- Instructed a 2-credit career planning course
- Provided personal counseling to diverse student population
- Administered career assessment inventories to assist individuals in development of career choices
- Instructed students in the use of computerized career and school guidance programs

5/98 - 12/98

Counseling Intern, Educational Services & Programs/C.H.A.N.C.E

*Northern Illinois University, DeKalb, IL*

- Provided orientation to incoming freshmen
- Advised students in selection of courses and requirements of their majors.
- Advocated for the students with instructors, financial aid, housing services, and parents
- Promoted successful management of the freshman experience by providing resources and educating students about university procedures
- Referred students to various university departments, tutoring services, and resources
- Met individually with students on a monthly basis to discuss academic and personal concerns

8/98 - 12/98

### **Counseling Intern, Guidance Department**

*Sycamore High School, Sycamore, IL*

- counseled students individually
- instructed students in computer-based career and college exploration programs
- advised individual students about college application process
- conducted large classroom career guidance program
- assisted in administration of PSAT, PLAN, OLSAT exams
- conducted senior graduation checks
- participated in staffings, parent nights, and parent conferences

## WORK EXPERIENCE

8/96 – 12/97

### Graduate Assistant, Department of Education

*Northern Illinois University, DeKalb, IL*

- Instructed students in use of statistical and grading computer programs
- Provided tutoring for students in Measurement and Evaluation class
- Researched and made recommendation for the selection of statistical computer software
- Assisted professor by developing and correcting homework, proctoring exams, and running labs

8/95 – 8/96

### Graduate Assistant, The Graduate School

*Northern Illinois University, DeKalb, IL*

- Provided administrative assistance to Admission Records Officer
- Reviewed records for academic probation/dismissal
- Maintained files and verified documents for graduate school admissions
- Coordinated and executed bulk mailings for the Graduate School

5/92 – 8/95

### Customer Service/Inside Sales Representative

*Trek Bicycle Corporation, Waterloo, WI*

- Utilized effective communication skills to maximize sales and achieve monthly goals
- Responded to consumer complaints and inquiries
- Served as technical and marketing support for authorized dealer base
- Provided input and feedback on new product development, programs, and promotions
- Maintained detailed records of sales orders and warranty issues in a fast-paced environment
- Promoted consumer relations and product awareness at retail level and at industry trade shows

2/91 – 5/92

### Field Representative, Northern Illinois Region

*American Cancer Society, Rockford, IL*

- Recruited, trained, and motivated volunteers
- Provided resources and staff support to volunteers and committees in an eleven county region
- Directed volunteers in the planning and implementation of fund raising events and patient service programs, including budget management, materials and site coordination, and follow-up evaluation
- Spearheaded lobbying efforts for legislative activities
- Maintained records and developed records of operations, planning, and evaluations for all events and promotions

10/86 – 1/91

### Wellness Specialist, SwedishAmerican Wellness Center,

*SwedishAmerican Hospital Corporation, Rockford, IL*

- Implemented *Feelin' Good* children's heart health program
- Created hospital Wellness Committee and program design to impact individual health and reduce hospital's employee benefit expenditures
- Developed and implemented membership promotion and incentive programs
- Coordinated marketing efforts, staff, and scheduling for weight loss management program
- Recruited, trained, and evaluated college interns
- Presented special seminars and workshops for healthy and special populations
- Conducted and interpreted wellness/fitness assessments with follow-up counseling
- Coordinated Corporate Cup team resulting in Division I championship

1/98 - 5/98

**Women's Support Group Co-facilitator, University Resources for Women**  
*Northern Illinois University, DeKalb, IL*

- Co-facilitated women's group dealing with issues of transition, relationships, and communication
- Planned structured weekly activities within a flexible group-directed format
- Promoted group to community, students, and university departments through newspaper, radio, and other promotional materials to recruit participants

9/97 - 12/97

**Individual Practicum Counselor, Counseling Lab**  
*Northern Illinois University, DeKalb, IL*

- Individually counseled students regarding personal, academic and career issues
- Made referral to University Counseling and Student Development Center
- Met weekly with supervisor to discuss counseling skills, strategies, and clients' progress

**TEACHING EXPERIENCE**

8/98 - 12/98

**The Freshman Experience-UNIV 101**  
*Northern Illinois University, DeKalb, IL*

- Instructed a 1-credit class to first semester freshmen designed to teach students success strategies as they transitioned to the university
- Promoted student success strategies to retain freshmen students
- Provided students with individual referrals to University resources
- Conducted interactive lessons and activities designed to enhance study skills, stress management, effective communication with teachers and advisors, and orient students to university policies and procedures

8/98 - 11/98

**Career Planning Instructor**  
*Kishwaukee Community College, Malta, IL*

- Instructed a 2-credit developmental career planning course
- Administered and interpreted Campbell Interest Inventory and Meyers-Briggs Type Indicator
- Lectured and facilitated class discussion on decision-making strategies, occupational research methods, workplace trends, resume writing, interviewing techniques, and job search skills
- Stimulated open discussion concerning controversial issues

1/97 - 5/97

**Career Planning Instructor**  
*Northern Illinois University, DeKalb, IL*

- Instructed Juniors and Seniors in a 3-credit course in career planning
- Provided group interpretation on results of the Strong Interest Inventory and Career Decision Making instruments
- Lectured and facilitated class discussion on the nature of the work force, self-exploration, occupational research, and job preparation
- Directed students in the use of DISCOVER career exploration computer program

9/98 - 1/98

**Wellness Class Instructor**  
*SwedishAmerican Wellness Center, Rockford, IL*

- Instructed community classes and corporate workshops on stress management, smoking cessation, cholesterol control, fitness, and weight loss management
- Presented to healthy and special multicultural populations of all ages
- Conducted and interpreted wellness assessments

### ***Instrument Competence***

#### **Assessments in which I have achieved proficiency:**

- Campbell Interest Inventory
- Myers-Briggs Type Indicator
- Strong Interest Inventory
- Self-Directed Search Inventory
- Discover, computer-based career planning program
- Horizons, computer-based career planning program
- Guidance Information System, computer-based career planning program

### ***Professional Affiliations and Development***

- American Counseling Association
- American College Personal Association
- Northern Illinois Counseling Association
- Northern Illinois Counseling Association Conference
- Safe Zone Training

### ***Credentials***

Available upon request from: Career Planning and Placement Center  
Northern Illinois University  
DeKalb, IL 60115-2859  
(815) 753-1641.

For Board Meeting of  
June 28, 1999

**Agenda Item H-5**

**FACULTY APPOINTMENT (SPEECH/THEATRE)**

The Search Committee and administration are recommending the appointment of Laura Lewis as Assistant Professor of Speech/Theatre. The College received thirty five applications for this position and three candidates were invited to the College for interviews.

**RECOMMENDATION:** Board approval of the appointment of Laura Lewis as Assistant Professor of Speech/Theatre, effective August 20, 1999, at an annual base salary of \$30,739.

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

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

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

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

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

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

**Authorizations:**

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

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

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

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

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**TO:** Dr. Richard Behrendt

**FROM:** Dr. James O. Tegtmeier

**DATE:** June 3, 1999

**SUBJECT: RECOMMENDATION TO EMPLOY LAURA LEWIS**

I am pleased to recommend the employment of Laura Lewis as Assistant Professor of speech/theatre effective August 20, 1999. Moreover, Laura is recommended to be placed at step 4 on the salary schedule at a salary of \$30,739.

**Announcement Process**

The speech/theatre faculty position was advertised in The Dixon Evening Telegraph, The Sterling Daily Gazette, and the Chronicle of Higher Education. The announcement was distributed to all community college placement offices in the State of Illinois as well as all colleges and universities in the Midwest.

**Application Responses**

Thirty-five applications were received.

**Screening**

The screening committee consisted of Debi Hill, Joan Kerber, Kris Murray, Karen Pinter and Mike Seguin. These candidates were screened to three. One candidate withdrew and two came to the campus to be interviewed. The interviews included a demonstration of teaching on a topic of the candidate's choice.

The president, vice president of instructional services, vice president of student services and the coordinator of personnel services also interviewed Ms. Lewis.

## **Qualifications**

### **1. Academic Background**

Ms. Lewis holds a bachelor of arts degree from Northeastern Illinois University where she attended on a full four-year performance scholarship, a masters degree in theatre from San Francisco State University and 13 graduate hours in a doctoral program in drama at the University of California at Davis. Her academic background is enriched by courses in Russian theatre and Asian theatre.

### **2. Professional Background**

For the past two years, Ms. Lewis has worked at National Louis University where she teaches research and library skills. Since the mid nineteen eighties she has directed numerous theatrical productions in the Chicago area and throughout California. In addition, she has experience in publicity and all aspects of production. She has experience teaching, advising and directing at three community colleges and two universities as well as directing at various playhouses. She has written four plays, which have been produced, and she has also taught English as a second language.

### **3. References**

Ms. Lewis' references were quite positive. One former supervisor said, "She uses good judgment in responding to students and does a wonderful job of responding to community college needs." He went on to say she is an independent self-starter and a very hard worker. Another supervisor said that, "Laura is a skilled instructor: she carefully prepares her classes and uses techniques that actively involve students in the learning process." A dean in California commended her for having a "clear command of the classroom" and for her ability to elicit student examples of elements of her lecture. Another supervisor commended her for her superb work in directing a play. The general thread in her references concerns hard work, creativity, positive results and outstanding teaching. Positive comments concerning her teaching skills were confirmed by her demonstration of teaching.

I recommend the employment of Laura Lewis without reservation of any kind.

Laura Lewis

Chicago, IL 60626  
773-761-9813

March 11, 1999

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

Dear Mr. Devan,

I wrote to you several years ago (1996 I think) when you had an earlier opening in the Theatre Department. I was living in California at the time but I was then moving back to my native Chicago. Now that I'm back in the area, I am still VERY interested in your school. Since 1997 I have been successfully teaching theatre and speech part-time at several area schools. In particular I have been steadily directing and teaching at Oakton Community College in Desplaines, Illinois. In addition to the materials enclosed, I would like to invite you and your committee to see my upcoming production of *Sylvia* opening March 12, 1999 at Oakton.

My entire training during my Masters and Ph.D studies has been geared toward working at smaller colleges and community colleges which have a greater percentage of non-theatre majors. Over the years I have greatly enjoyed working with such diverse groups and being perhaps the first to expose them to the wonders of performance. At the University of California, Davis I taught acting to many business, pre-med, and agriculture majors who reveled in the life-changing potential of theatre studies. Because of my joy at this level of teaching, I have developed specific tools to teach the craft of acting. In addition to Spolin's basic games I have found that I can teach beginners with the structured systems of Meisner, Suzuki, and Linklater—methods I studied at San Francisco State's celebrated Theatre Department.

At S.F. State, in addition to more traditional fare, I studied African-American, Latin-American, and Asian theatre forms and traditions with experts in each field. While learning theory I also actively participated in productions. In one case I worked as a dramaturg for the Latin American-influenced production of "El Herrero y la Muerte" (Death and the Blacksmith). As dramaturg I studied the rituals associated with the Latin "Dios de los Muertos" (Day of the Dead) and how the figure of death and skeletons figured prominently in forms from the traditional Latin comedies to the contemporary political theatre associated with Cesar Chavez. I made use of this information several years later when I directed a bilingual production of "Man of the Flesh."

As I straddled the theoretical and practical studies offered at San Francisco State, I took Suzuki training with my mentor Yuki Goto, who had studied with the famed Suzuki in Japan. I learned traditional movements of ancient forms such as Noh and Kabuki, while also studying modern theatrical movements in Japan such as Bhuto. I was so inspired by my studies that my



final graduate research and directing project involved training actors in an ancient set of East Indian postures daily for three months. My goal was inspired by my training in the Suzuki method—I wanted to see if the use of stylized movement would increase the power and “presence” of the performer. After perfecting the postures we rehearsed a Strindberg drama utilizing the postures. One of my cast was so inspired by the focus she developed in this work that she participated in a “fire walk” (walking on live coals) at an unrelated event after the training.

While my studies at San Francisco State emphasized training the actor and directing, my subsequent research at the University of California, Davis also included more theoretical inquiries in semiotics and dramatic literature. As my instructors, students, and colleagues will note, I am a theatre generalist who has studied and worked over the years in both the theoretical and practicing realms of directing, writing, and acting.

As an Instructor in Theatre and Speech my ability to motivate and inspire students has been essential. At Contra Costa Junior College I led the “at-risk,” multi-ethnic student cast to create the first full-length theatre production in many years. Although I had been hired as a replacement instructor in an art program that was being phased out, after two exceptional productions (a bilingual drama title “Man of the Flesh” and a multicultural rendering of Durrenmatt’s “The Visit”) the students petitioned the community college board to reinstate the program. During their statements they repeatedly asserted the importance of my leadership in working with the disenfranchised group. All of my student evaluations over the years have been stellar—I would be happy to send you samples.

As a director, I have been hired and enjoy working a wide gamut—from more traditional plays in community theatres, experimental treatments at colleges, to creating new work from children’s books. Whatever the show my focus is always on education, which is why I’ve tended to seek directing work that uses students or non-professionals. My rehearsals have evolved into a specific kind of actor training. I develop improvisational exercises based on the needs of the individuals and the text. I greatly enjoy designing rehearsals this way; finding the unique way to teach this group about subtext, objectives and beats, or helping the ensemble learn to listen to each other.

I have also had the privilege of participating in workshops, small productions and staged readings of my own writing—both in California and Chicago. These experiences have taught me much about different genres and writing, acting, and directing for them. I utilize this knowledge in all my classes, especially Introduction to Theatre. At the moment I am a finalist in the O’Neill Center Playwriting Competition.

In addition to my work as a performer, writer, directing and instructor I have worked behind the scenes. As the Education/Outreach Coordinator of the Gaslamp Quarter Theatre Company, I contacted hundreds of prominent members of the community and induced them to volunteer their time in post-show discussions. This special event was a great success for the company, generating a great deal of positive press coverage. I wrote previews, reviews, and general press releases as well as brochures and designed marketing strategies for a variety of programs. Through my management of the Wed. Matinee Series—hundreds of disadvantaged

youths and adults were given free access to the theatre. I supervised and encouraged the volunteer auxiliary; it grew 20% during my leadership.

As a Producer for the Amethyst and Early Curtain theatre companies I obtained print, radio, and television coverage for productions. I maintained the budget; wrote all media materials; supervised, hired, and coordinated the work of designers; scheduled rehearsal and performance details; managed the hundreds of particulars associated with props, costumes, set pieces, tickets, and cast. My attention to detail and ability to synchronize innumerable elements led to shows which were successful artistically (favorable reviews) and financially (balanced books!). Less recently, my work as the Public Relations Manager for the Night Light Playhouse obtained the first television coverage for the company.

I continue to grow as a theatre artist but my first love is teaching. I have developed a sensational lecture series for my Introduction to the Theatre class which includes many rare film clips and original dramatic scripts which present everything from dada, expressionism, neo-classical theatre, and the Greeks in a lively, interactive format. When teaching "personification" in a recent Speech class I utilized the music and lyrics of current rock musicians. Since I moved back to my native Chicago I have been teaching part-time but I also took a full-time position working at the library at National-Louis University. My duties include teaching library classes, offering reference help, and supervising the student staff. I am enjoying the library but I miss my first calling as a theatre instructor and director.

I hope to be able to further share my ideas and experience with you and hear more about the current program at Sauk Valley.

Thank you,

A handwritten signature in cursive script that reads "Laura Lewis". The signature is fluid and personal, with distinct loops and flourishes.

Laura Lewis

Chicago, IL 60626 (773) 761-9813

## THEATRE EMPLOYMENT

**Theatre Director** 1986--present, Chicago, and throughout California.

3/99	Sylvia	--Gurney	Oakton CC, DesPlaines, IL
9/98	The Magic Box		
	Goes Around the World	--Lewis	Oakton Community Col.
9/97	The Magic Box	--Lewis	Oakton Community Col.
3/97	You're a Good Man...Brown	--Gesner	Illinois Benedictine U
4/96	The Firebugs	--Frisch	Early Curtain S.D, CA
7/95	Breaking Off	--Arnott-Smith	Fritz Theatre, S.D
8/94	Taking Steps	--Ayckbourn	OnStage Theatre, Bay Area,
4/94	Barefoot in the Park	--Simon	OnStage Theatre
2/93	The Visit	--Durrenmatt	Contra Costa JC, Bay Area
12/92	Man of the Flesh	--Solis	Contra Costa Junior Col.
4/92	Rewriting History		
	thru a Fly's Eye	--Labiak	Rasputin Co.
11/91	Pariah	--Strindberg	S.F. State University
7/91	Waiting at Patrone's	--Labiak	Amethyst Prod., Bay Area
5/90	Talley's Folly	--Wilson	Amethyst Productions
10/89	the Autumn Garden	--Hellman	Moraga Playhouse
5/88	The Adding Machine	--Rice	Amethyst Productions
9/87	Agnes of God	--Pielmeier	Cal. Conservatory
8/86	"Spontaneous Combustion"	--improv troupe	Los Angeles

**Theatre Producer**-- Early Curtain Theatre Co., Amethyst Productions, S.F. Bay Area., San Diego (86-96) Managed publicity, hired personnel, supervised all aspects of productions.

**Produced Playwright** 1988-present

Most recently "Chernobyl's Fire" at Chicago Dramatist Workshop (1998) Other shows include "Cat's and Dogs" (Fritz Theatre), "Rewriting History thru a Fly's Eye" and "Waiting at Patrone's" (S.F, CA)

Member of TBA Playwrighting Collective of Chicago

**Theatre/Speech Instructor**

*Oakton Community College, 8/97-present*

*Illinois Benedictine Univ. Moraine Valley Community College (IL) 12/96-6/97,*

*Miramar Junior College Grossmont Community College, (San Diego 1/96-12/96),*

*Contra Costa JC, San Pablo, CA. (91-93) University of CA, Davis (93-94)*

**Teaching a variety of speech and drama classes. Advising students. Directing productions.**

### **Education/Outreach Coordinator**

*Gaslamp Quarter Theatre Company, S.D, CA (8/94--to the closing of the theatre 11/95)*  
Wrote previews, reviews, and general press releases. Created study materials for high school teachers to teach arts appreciation and skills in analysis and criticism. Supervised volunteer auxiliary. Brought together community leaders to facilitate post-show discussions, designed a drama workshop for elementary school teachers, and managed the Wed. Matinee Series--a free outreach to the community. Effectively functioned as a liaison between a wide variety of educational programs. Helped design and implement these programs.

### **Public Relations Manager**

*Night Light Playhouse, Chicago. (84-86)* Solely responsible for all press releases and media contacts. Obtained first television coverage for the Playhouse.

## **EDUCATION**

Ph.D studies in Drama at the University of California at Davis. 92-93

**Writing for publication. Advanced research in actor training and stylized movement. Special studies in Russian and Asian theatre (with Dr. Barbara-Sellers Young)**

Masters Degree in Theatre from San Francisco State University. 89-91

**Advanced research in actor training, Suzuki and Linklater techniques. Equal number of classes taken with MFAs in performance training and preparation for PhD.**

Bachelors Degree in Performing Arts from Northeastern IL Univ. 78-82

**On a full four-year performance scholarship. Performed in musicals and dramatic roles. Research in American playwrights.**

## **PROGRAMS DEVELOPED**

--Teacher Training --Created a training program for San Diego teachers to learn to use drama in the curriculum (through the Gaslamp Quarter Theatre Company, San Diego).

--Oral Interpretation Workshops --Developed and conducted workshops for Lectors in Bay Area churches.

--Using Theatre Games to Unlock Potential --Developed and conducted workshops for a wide variety of groups including, "At risk" teens, seniors, "Women in Recovery," writers (various locations in CA)

## **OTHER EMPLOYMENT EXPERIENCE**

### **Circulation/Reference Assistant**

*National Louis University Library, Chicago Campus 6/97-present*

Facilitate library orientation classes, provide students with reference assistance, supervise student workers, calculate statistics, assist with circulation.

### **English as a Second Language Instructor**

*Converse International School of Languages, San Diego (5/95--12/96)*

Taught Speech and Composition to foreign students from all over the world. Advised students.

For Board Meeting of  
June 28, 1999

**Agenda Item H-6**

**FACULTY APPOINTMENT (SOCIOLOGY)**

The Search Committee and administration are recommending the appointment of Dr. James Wright as Professor of Sociology. The College received 32 applications and four candidates were invited on-campus for interviews.

**RECOMMENDATION:** Board approval of the appointment of Dr. James Wright as Professor (Step 4) of Sociology, effective August 20, 1999 at an annual base salary of \$38,324.

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

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

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

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

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

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

**Authorizations:**

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

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

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

# SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

## MEMORANDUM

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**TO:** Dr. Richard L. Behrendt

**FROM:** Dr. James O. Tegtmeier

**DATE:** June 8, 1999

**SUBJECT: RECOMMENDATION TO EMPLOY DR. JAMES WRIGHT**

I am pleased to recommend the employment of Dr. James Wright as Professor of Sociology effective August 20, 1999. Moreover, James is recommended to be placed at step four on the salary schedule at a salary of \$38,324.

### **Announcement Process**

The sociology faculty position was advertised in The Chronicle of Higher Education and in the local newspapers. In addition an announcement of the vacancy was distributed to all Illinois Community Colleges and to placement offices in colleges and universities in the midwest.

### **Application Responses**

Thirty-two applications were received for this position.

### **Screening**

The selection committee consisted of Dr. Fred Nesbit, Ralph Pifer, Judy Hill, Tom Breed (later replaced by Dick Holtam) and Michael Seguin. Four candidates emerged as finalists and were interviewed.

The interviews included a number of standard questions, discussions of various sociological theories and a demonstration of teaching. Dr. Wright engaged the committee in a lecture-discussion that enlisted everyone's enthusiastic participation.

The president and the coordinator of personnel services also interviewed Dr. Wright.

## Qualifications

### 1. Academic Background

Dr. Wright holds a bachelor's degree and master's degree in sociology from Western Illinois University and a doctor of philosophy in sociology from the University of Delaware in Newark, Delaware. Dr. Wright refers to himself as a generalist in sociology and he includes in his areas of research and special interest the sociology of complex organizations, the sociology of deviance, the sociology of sport, the sociology of collective behavior, the sociology of mass communication and popular culture and several other areas. Given the role community colleges play in general education and foundation courses in academic majors, Dr. Wright's qualifications mesh well with the demands of our mission.

### 2. Professional Background

Dr. Wright has served as an assistant professor of sociology at Ashland University in Ashland, Ohio since 1995. Prior to that, he was a tenured associate professor at West Liberty State College in West Liberty, West Virginia where he taught beginning in 1989. He taught as an adjunct professor at Ohio University-Eastern, West Virginia Northern Community College, the University of Delaware, and Western Illinois University. He also taught for a year at Southeastern Community College in West Burlington, Iowa.

### 3. References

Dr. Wright's recommendations are outstanding. One of his colleagues stated that Dr. Wright rebuilt the sociology program at Ashland and that he has an "excellent grasp of the material and outstanding teaching ability." He went on to say that "Student and peer evaluations indicate that he is both liked and respected by students and faculty." Dr. Wright's classes are known to be rigorous and demanding, but not excessively so. Moreover, he was active on faculty committees, and advised a student organization. Another professor at Ashland University stated that when Dr. Wright came to the university he had outstanding credentials and that he has lived up to their expectations. This gentleman portrayed Dr. Wright as an enthusiastic team player. Dr. Wright's department chair indicated that Dr. Wright is an excellent classroom teacher, and that he is very student-oriented. A colleague from the psychology department at Ashland University stated that, "Dr. Wright has distinguished himself as a teacher, mentor, scholar and trusted colleague. His communication skills are superior."

I recommend the employment of Dr. James Wright without reservations of any kind.

js

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

Dear Mr. Devan;

Please consider my application for the Sociology faculty position advertised on your website. I am most interested in teaching at Sauk: I grew up in Sterling, Illinois and visited the campus quite often as a student at Sterling Township High School in the 1970's; one of my more interesting memories of Sauk was performing with the SHS Stage Band in the Sauk atrium at the Spring Arts Fair in 1976; and I also attended Sauk in the Spring semester of 1980 (when I took Prof. Vrehl's Social Problems course). I have visited the campus on many occasions since (including once last year). I can say that I have many fond memories of SVCC.

But nostalgia is not my main interest. I wish to return to the Sterling area to care for my aging mother and grandmother. Both are unwell and need someone to look after them, and I cannot do that very effectively from my place in Ohio (though I do make frequent trips to Sterling).

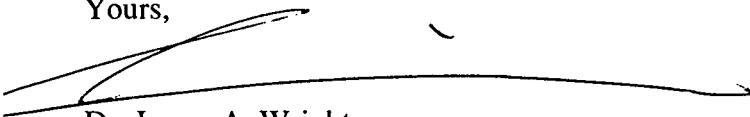
I have also long considered my own professional experiences and how they have lived up to my professional goals. I have taught part-time at two community colleges: Southeastern Community College in West Burlington, Iowa (Summer of 1986), and West Virginia Northern Community College in Wheeling, West Virginia (regularly between Spring of 1990 and 1995). I also taught four quarters at Ohio University-Eastern in St. Clairesville, Ohio (Winter and Spring quarters of 1994 and 1995), which, while a branch of the larger Ohio University, was very much a community college environment. I have found these junior college experiences to be as rewarding--and often more so--as my work in four-year institutions. The students--often being non-traditionals--are often more driven to accomplish something and so seem more curious and involved than the majority of students at the more traditional colleges where I have taught. These days I feel I have more to offer the community college student than I do the private university student.

You can see from my vita that I am a generalist in Sociology, so I feel that I am available to teach almost any courses that suit your program's needs. My list of campus activities and committee assignments may also give you some idea of my level of involvement in campus life.

Please consider me as a candidate for the position. I feel that I could be an invaluable addition to the SVCC faculty and community .

If there are any more items of information that you may desire of me, please feel free to contact me. Moreover, I would be *more* than willing to make an unscheduled trip home to meet with you at your convenience should you decide to favor my application.

Yours,



Dr. James A. Wright  
717 Center St., Apt. #7  
Ashland, Ohio 44805  
419-289-0494 (home)  
419-289-5335 (office)  
419-289-5665 (FAX)  
jwright@ashland.edu

3/23/99JW

# **CURRICULUM VITA**

## **JAMES ALAN WRIGHT**

### **Home:**

Ashland OH 44805  
(419)289-0494

**Office:** Department of Justice and Social Welfare  
Ashland University, Ashland OH 44805  
(419)289-5335 or [jwright@ashland.edu](mailto:jwright@ashland.edu)

### **EDUCATION**

Ph.D. in Sociology, 1993; University of Delaware, Newark, DE 19716  
M.A. in Sociology, 1986; Western Illinois University, Macomb, IL 61455  
B.A. in Sociology, 1984; Western Illinois University, Macomb, IL 61455

### **EMPLOYMENT HISTORY**

1995-1999 Assistant Professor, Department of Justice and Social Welfare, Ashland University, Ashland, OH 44805 (current)  
1989-1995 Associate Professor, Department of Social Sciences, West Liberty State College, West Liberty, WV 26074. Tenure awarded April, 1995  
1994-1995 Adjunct Professor, Ohio University-Eastern, St. Clairesville, OH 43950  
1990-1994 Adjunct Instructor, West Virginia Northern Community College, Wheeling, WV  
*26070*  
1988-1989 Adjunct Instructor, Department of Sociology, University of Delaware  
1986-1987 Research Assistant, Disaster Research Center, University of Delaware  
1986 Instructor, Southeastern Community College, West Burlington, IA 52655  
1984-1986 Teaching and Research Assistant, Department of Sociology, Anthropology, and Social Work, Western Illinois University

### **AREAS OF RESEARCH AND SPECIAL INTEREST**

Sociology of Complex Organizations (Doctoral comprehensive area)  
Sociology of Deviance (Doctoral comprehensive area)  
Sociology of Sport (Doctoral dissertation area)  
Sociology of Collective Behavior (Master's thesis area)  
Sociology of Mass Communication/Mass Media/Popular Culture  
Sociology of Subcultures  
Sociology of Human Population and Ecology

## **AREAS OF TEACHING COMPETENCE (\*courses taught at Ashland University)**

Introductory Sociology\*  
Social Problems\*  
Alcohol and Drug Abuse\*  
Cultural Anthropology\*  
Social Theory\*  
Social Stratification\*  
Race and Ethnic Relations\*  
Collective Behavior  
Sociology of Deviance and Crime\*  
Sociology of Complex Organizations\*  
Sociology of Sport\*  
Research Methods\*  
Population and Demography  
Human Ecology/Environmental Issues  
Urban Sociology\*  
Mass Communication/ Popular Culture\*

## **AWARDS AND HONORS**

1995      Tenure awarded (April), West Liberty State College  
1987-1989 Tuition Scholarship, University of Delaware  
1987-1988 Editor, *Delaware Sociological Review*  
1984      Member, Alpha Kappa Delta  
1984      Graduation with Honors, Western Illinois University  
1982      Pellheimer Scholarship for Religious Studies, Western Illinois University

## **PUBLICATIONS**

1988 "Socioeconomic Characteristics of U.S. Rugby Football Players: An Exploratory Analysis." *Delaware Sociological Review*, 10: 14-26.  
1988 "The Earthquake is Coming!" Film review in *International Journal of Mass Emergencies and Disasters*, Winter: 183-185.  
1987 With Linn, J., L. Ketter, and S. Kingsley **Annotated Bibliography: Studies Done by DRC on Police and Fire Departments**. Newark, DE: Disaster Research Center.

Works in progress: "A Social History of the Environmental Movement." (working title);  
"UFO Sightings and Alien Abductions: Cases of 'Cultural Contamination?'" (working title);  
"Mass Hysteria and Social Movements at the Millennium" (working title)

## **PRESENTATIONS**

1998 "Cults and cult-like groups: Problems for law enforcement agencies at the millennium." Presented at the annual meetings of the Midwestern Criminal Justice Association, Milwaukee, Wisconsin. (October 8)

1997 Public opinion survey feasibility report. Ashland, Ohio City Council and Ashland County, Ohio Board. (March)

1989 "Teaching as a Subversive Activity: Rethinking Traditional Teaching Methods." Presented at the annual meetings of the Eastern Sociological Association, Baltimore, MD. (March)

1986 "Computer Indexing of DRC Library Materials." To the Federal Emergency Management Agency (FEMA), Washington D.C. (October)

## **PROFESSIONAL AFFILIATIONS**

Alpha Kappa Delta  
American Sociological Association (current)  
West Virginia Consortium for Faculty and Course Development in International Studies (FACDIS)  
Midwestern Criminal Justice Association (current)  
North American Society for the Sociology of Sport

## **COLLEGE COMMUNITY SERVICE**

1998-1999 Athletic Committee, Ashland University (current term)  
1996-1998 Faculty Senate, Ashland University (last term)  
1996-1997 Faculty Senate Executive Committee, Ashland University  
1996-1998 Academic Standards and Graduation Committee, Ashland University  
1996-1998 Advisor, Kappa Sigma Fraternity, Ashland University (current term)  
1995-1997 Service Learning Advisory Council, Ashland University  
1994-1995 Advisor and coach, West Liberty State College Rugby Club  
1994-1995 Liberal Arts representative. to College Council/Executive Council, WLSC  
1994-1995 Computer Committee, Social Sciences Department, WLSC  
1992-1994 Co-advisor, Amnesty International, WLSC  
1992-1993 Faculty Senate, WLSC  
1992-1993 Promotion and Tenure Policy Committee, WLSC  
1992-1993 Advisor, West Liberty State College Soccer Club  
1991-1993 Grievance Review Board, WLSC  
1991-1993 Advisor, Sigma Beta Chi Fraternity, WLSC  
1991-1993 Drug and Alcohol Task Force, WLSC  
1990-1992 Advisor, West Liberty State College Ice Hockey Club

## **OTHER COMMUNITY ACTIVITIES AND ORGANIZATIONS**

1995-1999 Player/Coach, Ashland Rugby Football Club

1994 Participant in Bachelor Auction, American Cancer Society, Ohio County, WV, Chapter (October 21)

## **OTHER ORGANIZATIONAL AFFILIATIONS**

American Civil Liberties Union

Amnesty International

Habitat for Humanity

## **OTHER LICENSES OR CREDENTIALS**

FCC Radio Announcer's license

## **PROFESSIONAL MEETINGS AND OTHER ACTIVITIES ATTENDED**

1999 Symposium: Sports Stadium Construction and Team Franchise Relocation: The Role of Local Governments and the Impact on Local Economies. University of Toledo College of Law (March 19)

1998 Midwestern Criminal Justice Association Annual Conference, Milwaukee, WI (October 10)

1997 Midwestern Criminal Justice Association Annual Conference, Cincinnati (October 8)

1995 FACDIS Seminar on Case Method Teaching (April)

1994 FACDIS Summer Seminar: Teaching using the Case Method (August)

1991 FACDIS Fall Workshop on International Migration (October)

1990 FACDIS Fall Workshop on International Economic Development (October)

1989 Eastern Sociological Association meetings, Baltimore, MD (April)

1987 American Sociological Association meetings, Chicago, IL (August)

For Board Meeting of  
June 28, 1999

Agenda Item H-7

### ADMINISTRATIVE SALARY ADJUSTMENTS

As the attached memorandum and table detail, we have four administrative salaries that are not comparable to those paid at similar Illinois community colleges. Therefore, we are recommending an adjustment in these salaries effective July 1, 1999.

**RECOMMENDATION:** Board approval to adjust the four salaries as attached, effective July 1, 1999.

## **FOUR ADMINISTRATIVE SALARY COMPARISONS, PROJECTIONS FY 1999 and FY 2000**

June 22, 1999

<b>Position Title</b>	<b>Actual SVCC 1998-99</b>	<b>Projected SVCC 1999- 2000</b>	<b>Actual 17 Peer Schools Average 1998- 1999</b>	<b>Projected 17 Peer Schools Average 1999-2000</b>	<b>Proposed SVCC Salaries 1999- 2000</b>
		(5.6% Increase)		(4.5% inc)	
Chief Student Services Officer	63,775	67,346	71,793	75,024	<b>75,000</b>
Director Personnel	43,169	45,586	52,673	55,043	<b>49,500</b>
Director Business/Controller	42,985	45,392	50,087	52,341	<b>49,000</b> <sup>1</sup>
Director Athletics	40,046	42,289	46,447	48,537	<b>46,000</b>

**17 Peer Schools:** Danville, Kankakee, Kishwaukee, Morton, Sandburg, Wood, Highland, Kaskaskia, Logan, Rend Lake, Southeastern, Illinois Valley, Prairie State, McHenry, Richland, Waubonsee, Heartland

**Footnote:**

1. This is a full-time salary for comparison purposes-- Paula Meyer works 60%, so actually earns 60% of this amount.

# SAUK VALLEY COMMUNITY COLLEGE

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

## MEMORANDUM

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**TO:** SVCC Board of Trustees

**FROM:** Richard L. Behre ~~RSB~~

**DATE:** June 22, 1999

**SUBJECT:** Administrative Salary Adjustments

Attached is a table showing four administrative salary comparisons between Sauk and our 17 peer schools for the current year and projected for next year.

For next year, I have used our 5.6% increase and have arbitrarily used a 4.5% increase for the 17 peer schools' salaries. In the final column you can see the four salaries I am recommending be adjusted. Specifically, they are Vice President of Student Services, Coordinator of Personnel Services, Business Manager, and Director of Athletics/Head Men's Basketball Coach.

These adjustments would get these salaries closer to the projected averages for schools our size, would still keep our overall average administrative salary significantly below the average of schools our size, and cost \$17,444. I hope the Board of Trustees will grant approval to build these proposed administrative salary adjustments into next year's budget.

1. Jami Bradley's salary
2. Phil Gover's salary
3. Steve Ullrick's salary
4. New Hire 7-1-99 Ruth Bittner
5. New Hire 7-1-99 Deborah Hecht
6. New Hire 6-1-99 Cindy Alfano - pro-rated 5.6% raise
7. New Hire 1-1-99 Dave Peterson - pro-rated 5.6% raise
8. Assuming Harry Cottrell had stayed; new salary unknown
9. Assuming Larry Lagow had stayed; new salary unknown
10. This is a full-time salary for comparison purposes-- Paula Meyer works 60%, so actually earns 60% of this amount
11. Three state comparison positions combined: Planning and Institutional Research, Development/Grants, Public Information/Relations
12. Two state comparison positions combined: Business Services and Comptroller
13. These are actual mathematical averages-- not an "average of averages"
14. These are the four proposed salary adjustments for 1999-2000; the total cost to the College (above the 5.6% salary increase) would be \$17,444.

Note: Comparisons could not be located for the following positions at SVCC:

FY99/FY00

Director of Health Careers Education	\$51,351/\$54,227
Director of Computing and Instructional Technology	\$58,139/\$61,395
Coordinator of Student Support Services (grant position)	\$44,225/\$46,702
Coordinator of VITAL Program (grant position)	\$38,231/\$40,372

For Board Meeting of  
June 28, 1999

**Agenda Item H-8**

**DIRECTOR OF COLLEGE RELATIONS APPOINTMENT**

The Search Committee and administration are recommending the appointment of Cal Lyons as Director of College Relations. The College received 10 applications and invited three candidates to the College for interviews. It was the unanimous decision of the committee and administration to offer the job to Cal Lyons of Hampshire, IL.

**RECOMMENDATION:** Board approval of the appointment of Cal Lyons as Director of College Relations, effective July 1, 1999 at an annual salary of \$57,000.

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

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

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

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

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

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

**Authorizations:**

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

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

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

# SAUK VALLEY COMMUNITY COLLEGE

## MEMORANDUM

---

TO: Dr. Richard Behrendt

FROM: Shirley Walker 

DATE: June 23, 1999

SUBJECT: Recommendation for Appointment of Cal Lyons as Director of College Relations

### Analysis of Qualifications

**Academic:** Cal graduated from Judson College in Elgin, Illinois, with a Bachelor of Arts in Human Relations. He has also completed graduate studies at the Northern Baptist Theological Seminary in Lombard, Illinois. He has completed the Series 7, 63, and 65 licenses and is certified by the Society of Fund Raising Executives.

### **Professional**

**Background:** Cal was the Vice President for Advancement at Judson College for two years during 1997-1999. He served as the Chief Development Officer for the College; was a Member of the President's Cabinet and Strategic Planning Coordinating Committee; oversaw the Public Relations and Communication Department, the Alumni Services Department, and all fund raising activities of the College. From 1992-1996 he was a personal financial advisor with American Express Financial Advisors Inc., out of Springfield, Missouri. Before that he was an ordained minister with the Battlefield Assembly of God in Missouri. From 1983-1985 he was Vice President of Enrollment Services at Westmar College in LeMars, Iowa; and from 1981-1983 he was Assistant Director of Admissions at Wheaton College in Wheaton, Illinois.

### **Personal**

**Background:** Cal received outstanding recommendations from all of his professional/academic references. Remarks included that he is very professional, has high ethical values, provided a good image for the College, is an extremely good communicator, and is respected by the community.

**Selection****Process:**

Sauk received 10 applications. The search committee made reference calls and conducted interviews with three candidates.

**Search Committee**

Cindy Alfano, Director of Admissions

Dr. Richard Behrendt, College President

Pam Clodfelter, Coordinator of Career Services

Ann Edmonds, Learning Disabilities Specialist

Jim Frederick, Acting Vice President of Administrative Services

Jean Harper, Staff Secretary Information Center

Edwin Lawrence, immediate past president of the SVCC Foundation

Michelle Mendoza, Print Shop Supervisor & Graphic Artist

Brian Olmsted, Media Relations Specialist

Juanita Prescott, President of the SVCC Foundation

Shirley Walker, Secretary to the Director of College Relations and the Director of Grants, Planning & Institutional Research

Additional interviews were conducted by:

Curt Devan, Coordinator of Personnel Services

Dr. Joan Kerber, Vice President of Student Services

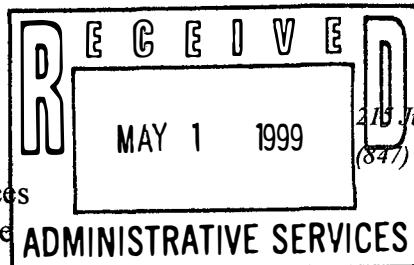
Dr. Jim Tegtmeyer, Acting Vice President of Instructional Services

Also assisting in the search:

Dick Holtam, Counselor

April 29, 1999

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



*Cal Lyons*

215 Julie Lane, Hampshire, IL 60140  
(847) 683-4529 H; (847) 695-2500 Ofc.

Dear Mr. Devan:

Please accept the enclosed resume as my application for the position of Director of College Relations at Sauk Valley Community College. I was made aware of this position opening through Mr. Bob Kiser, Director of Resource Development at Elgin Community College.

As you can see by my resume, my umbrella of responsibility at Judson College covered all of the areas you mention in your position announcement. I have also spent much of the last seven years working with high income and high net worth clients and donors. My success in helping them to support their charities while achieving their personal goals is evidenced by the dollars they entrusted to me.

At Judson College I accepted the challenge by the former president to take over a chaotic and direction-less institutional advancement office. The department was faced with a capital campaign that had stalled half way into the goal. The department experienced tremendous turnover in personnel and was further burdened by the fact that virtually all staff were novices at their respective positions. We had to "build the bicycle while riding it". We redesigned the capital campaign and reached our goal as well as exceeded our goals for scholarship drives and alumni phonathons.

The reason I am leaving Judson is that the president who hired me retired earlier than expected. A new president has recently been installed, and as is true to form, many changes are being made in the president's cabinet. It is my desire to continue using my skills and knowledge in a higher education / institutional advancement environment.

If I can provide you with any further information to help you with this application, please feel free to contact me at either my home or office number.

Thank you for your consideration. I look forward to speaking with you further.

Cordially,

*Cal Lyons*  
Cal Lyons

# **CAL LYONS**

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*Hampshire, IL 60140 ; (847) 683-4529 hm.; (847) 695-2500 x.2401 ofc.*

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**Objective :** To serve in a senior level resource development position for an institution of higher education.

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**Experience :** VICE PRESIDENT for ADVANCEMENT (1997-1999)  
*Judson College, Elgin, IL*

Served as the Chief Development Officer for the college. Member of the President's Cabinet and Strategic Planning Coordinating Committee. Administrative overseer of the Public Relations and Communications Department, the Alumni Services Department and all Fund-Raising related activities of the institution. Managed a division consisting of 10 full-time employees, 2 part-time employees and several student workers.

Accomplishments during my term include: The raising of 1.6 million dollars to complete a six million dollar capital campaign; 1.5 million dollars toward the Annual Fund; \$170,000 toward the start-up costs of a new Architecture program; \$140,000 for scholarships for Fox Valley students; The establishment of an Alumni Services Department, complete with Web page and e-mail services; A vastly improved utilization of the campus database computer system.

I also served as the Planned Giving Officer for the college with a primary emphasis on setting up Charitable Gift Annuities.

PERSONAL FINANCIAL ADVISOR (1992-1996)  
*American Express Financial Advisors Inc., Springfield, MO.*

Built and managed a client base of 480 individuals and companies. Personal production of 2.5 million dollars per year. Provided complete financial analysis and estate planning services for investment clients. Held the Series 7, 63 and 65 securities licenses as well as Life (Variable), Accident and Health licenses. Maintained offices in Springfield, MO. and Rolla, MO. Conducted business in Missouri, Arkansas, Illinois and Pennsylvania. Achieved Silver Team status after only 12 months. This mark represented the top 7% of American Express Advisors in production and quality of practice.

## CAL LYONS : CONT. *Page 2*

### ORDAINED PASTORAL MINISTRIES (1985-1991)

Served as Senior Pastor of Battlefield Assembly of God, Battlefield, MO.; Associate Pastor, Calvary Church, Naperville, IL.; Assistant Pastor, Faith Christian Centre, Washington, IL.; Served in virtually all aspects of church life including preaching, administration, counseling, and heading short-term missions trips to Europe.

### VICE PRESIDENT/ ENROLLMENT SERVICES (1983-1985) *Westmar College, LeMars, IA.*

Took a struggling recruiting and retention program and developed the highest student enrollment percentage increase in the state in the first year. Also supervised the Financial Aid department and served as a member of the President's Cabinet. Occasional duties included assisting the Development Office in fund-raising and capital campaigns.

### ASSISTANT DIRECTOR of ADMISSIONS (1981-1983) *Wheaton College, Wheaton, IL*

Developed an extensive recruiting program that effectively increased the applications and enrollment of high academic quality students. I developed and implemented the "Wheaton Connection" on campus recruitment weekends that are still in use today. Also oversaw the development of award winning recruitment publications and managed the campus Visitors Center.

## Education:

### GRADUATE STUDIES

*Northern Baptist Theological Seminary, Lombard, IL  
The A/G Theological Seminary, Springfield, MO.*

### B.A. / HUMAN RELATIONS

*Judson College, Elgin, IL.*

Graduated "With Distinction" and was elected into the Who's Who in American Colleges and Universities

Numerous conferences and workshops on institutional development, financial planning and consultative selling.

For Board Meeting of  
June 28, 1999

**Agenda Item H-9**

**DIRECTOR OF GRANTS, PLANNING AND INSTITUTIONAL RESEARCH**

The Search Committee and administration are recommending the appointment of Linda Little as Director of Grants, Planning and Institutional Research. The College received seven applications, invited one candidate for an interview, and it was the decision of the committee and administration to offer the job to Dr. Linda Little of Birmingham, AL.

**RECOMMENDATION:** Board approval of the appointment of Dr. Linda Little as Director of Grants, Planning and Institutional Research, effective July 15, 1999 at an annual salary of \$59,000.

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

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

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

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

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

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

**Authorizations:**

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

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

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

# SAUK VALLEY COMMUNITY COLLEGE

## MEMORANDUM

---

TO: Dr. Richard Behrendt

FROM: Shirley Walker

DATE: June 23, 1999

SUBJECT: Recommendation for Appointment of Linda Little as Director of Grants, Planning and Institutional Research

### Analysis of Qualifications

**Academic:** Linda received her Ph.D. in Higher Education Administration from the University of Virginia; her M.Ed. in English from Mississippi College; a Bachelor in Science in English from Auburn University; and an Associate in Arts from Sullins College in Bristol, Virginia.

### **Professional**

**Background:** Linda is currently the Director of Executive Affairs and Liaison to the Board in the Office of the President at the University of Alabama at Birmingham. She has been at the University of Alabama since 1994 and was also the Educational Research Consultant for the School of Medicine, Office of Program Planning and Educational Research; planned and organized the Medical Student Enrichment Program for the Associate Dean for Students; served as program evaluator for the Minority Medical Education Program; and completed evaluation research and data analysis for funded projects. From 1991-1994 she was a research staff member for the Legislative Reference Service, Alabama State Legislature. She was also Dean of Student Development at Queens College in Charlotte, North Carolina, and an evaluation researcher at Piedmont Virginia Community College during her doctoral studies.

### **Personal**

**Background:** Linda received outstanding recommendations from all of her professional/academic references. Remarks included that she has good critical thinking skills, excellent interpersonal skills, is a solid communicator, and will set the College apart from the rest.

**Selection****Process:**

Sauk received 7 applications. The search committee made reference calls and conducted an interview with one candidate.

**Search Committee**

Janet Curfman, Bookstore Manager

Dr. Richard Behrendt, College President

Jim Frederick, Acting Vice President of Administrative Services

Shirley Walker, Secretary to the Director of College Relations and the Director of Grants, Planning & Institutional Research

Additional interviews were conducted by:

Nancy Breed, Secretary to the Vice President of Administrative Services  
(Benefits overview for the Coordinator of Personnel Services)

Dr. Joan Kerber, Vice President of Student Services

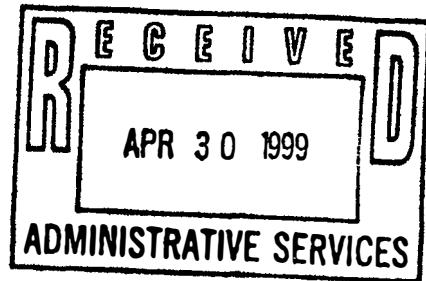
Dr. Jim Tegtmeyer, Acting Vice President of Instructional Services

Also assisting in the search:

Dick Holtam, Counselor

Birmingham, AL 35243  
April 28, 1999

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



Dear Mr. Devan/Search Committee:

I am writing to express my interest in the position of Director of Grants, Planning, and Institutional Research, and have enclosed a résumé in support of my application. In my role as Educational Research Consultant within the School of Medicine at the University of Alabama at Birmingham over the past four and a half years, I and other colleagues in the Office of Program Planning and Educational Research have worked with faculty and staff to develop grant proposals and conduct program evaluation. Both the University and the School of Medicine are entrepreneurial in nature and produce work of high quality, thus the environment has been an ideal one for honing skills in these areas.

In the area of grant proposals, I have conceptualized and written proposals that bring about program development (for either currently existing or future entities) or create an educational approach for community intervention (community outreach). These proposals, submitted to both public and private organizations and foundations, are often the result of task groups or committees or units/departments that meet and plan the program being proposed. As a member of such groups, I would often serve as the principal writer; although in some cases proposals were collaboratively written and my role would shift as needed – e.g., writing a component of the overall proposal, editing others' work, providing early drafts, etc.

The data analysis work I have conducted, and which is applicable to the institutional research aspect of the role at Sauk Valley, has been carried out for the purpose of evaluating the effectiveness of programs (medical education) and community interventions, and to assist medical center decision-making about research infrastructure needs. One of the projects for which I was supported by extramural funding required my working with funded faculty and the director of a funded research center to develop an annual workplan for investigators' research, along with the development of a management progress system. The approach – i.e., that of breaking projects down into objectives and tasks and timelines for each unit of a broad enterprise – serves as the basis for any successful planning and evaluation system.

My firsthand knowledge of community colleges stems most directly from the period during which I was a doctoral student, when I spent several years working with faculty, administrators, and staff to evaluate the implementation of a multi-year Title III Strengthening Developing Institutions grant program. Piedmont Virginia Community College, located near my doctoral university in Charlottesville, Virginia, was the particular institution; and I enjoyed this project immensely because it was a comprehensive program that intertwined with all of the college academic and administrative units.

Lastly, I would like to shed some illumination about the first position shown at the top of the attached résumé. At some point roughly one year ago, I grew interested in expanding my activities within the University and began networking among central administrators to see whether opportunities existed here. During this process, my name was suggested to the president of the University, who was in need of an Assistant. Believing this to be an exceptional opportunity, I accepted the position when it was offered and made the change within the institution (November 1998). Within a relatively short time, however, it became apparent that the fit between the responsibilities of the role as I understood them and the actual role was not congruent, and I am back on track seeking an opportunity more suitable to my skills. I am interested in a role which will allow me to grow professionally, and the position at Sauk Valley fits that description.

Should you believe there to be a good potential fit between my skills and the needs of the institution at this time, I would be very pleased to hear from you. Should you need additional materials and references, please let me know. Thank you for your consideration.

Sincerely,



Linda Little, Ph.D.

Enc

## LINDA LITTLE

Birmingham, AL 35243  
(205) 934-5321 (Work)  
(205) 969-1878 (Home)

### ACADEMIC BACKGROUND

Ph.D., University of Virginia -- Higher Education Administration  
(1986)  
M.Ed., Mississippi College -- English  
(1971)  
B.S., Auburn University -- English  
(1967)  
A.A., Sullins College (Bristol, VA)  
(1965)

### PROFESSIONAL EXPERIENCE

#### UNIVERSITY OF ALABAMA AT BIRMINGHAM (1994 to Present)

*Urban Carnegie Research I Institution with a highly regarded medical center*

##### Director of Executive Affairs/Liaison to the Board -- Office of the President

Handled wide-ranging duties, including: communication and preparation for President's Cabinet meetings; background preparation and follow-through for meetings for various committees and boards on which the President serves; external and internal correspondence; coordination with vice presidents, associate vice presidents, deans, and health system executives on various intermittent issues; contributory role in developing content for major speeches; follow-through on trouble-shooting and other myriad requests from external and internal constituencies that flow through a President's Office; participant in Board functions and meetings, and coordination of submission of items to University of Alabama System office.

##### Educational Research Consultant -- School of Medicine, Office of Program Planning and Educational Research

###### *Responsibilities:*

- Conceptualizing and writing grant proposals related to training and education, including community outreach (often collaborative in nature)
- Conducting program evaluation (using survey research) for medical education programs and extramurally-funded education and training projects
- Writing of concept papers/vision statements for the development and planning of multidisciplinary research and training programs and centers, and for internal task forces
- Writing of annual progress report and continuation applications for funded centers
- Providing guidance to faculty and professional staff seeking extramural funding opportunities

*Program Development and Evaluation -- Undergraduate Medical Education*

- Medical Student Enrichment Program (MSEP)

*Planned and organized this initiative of the Associate Dean for Students:*

This program provides service learning internships in cross-cultural settings for medical students. The experience of working with the associate dean and with students to design and develop the program included all aspects of planning and implementation -- e.g., the student selection process, trip orientation and preparation, student fund-raising, students' presentations upon return, identification of faculty with international experience, and program evaluation. As part of our program development efforts, we secured a grant from the United States Information Agency for a cross-cultural orientation and training retreat for students who chose these elective experiences.

- Minority Medical Education Program (MMEP)

*Served as program evaluator, responsible for administering survey data and analyzing and preparing the yearly comprehensive report. Participated in Executive Committee planning meetings and gave presentations to members of the Robert Wood Johnson Foundation and American Association of Medical Colleges during site visits, and to the Community Advisory Committee.* The School of Medicine obtained a grant to establish such a program during the second competitive cycle of this national initiative of the American Association of Medical Colleges, funded through the Robert Wood Johnson Foundation. The MMEP provides an intensive six-week summer academic experience to minority undergraduates throughout the U.S. with the object of encouraging their interest in and enhancing their scholastic preparation for entrance into medical schools.

*Evaluation Research/Data Analysis -- Funded Projects*

- Annual Meetings/Conference Evaluation -- Data analysis and reports:
  - American Society for Clinical Oncology
  - MidSouth Partnership Conferences on Cancer Control
- Health Behavior Study to Measure Impact of Educational Program:
  - Alabama Department of Public Health
- Faculty Survey on Patient-Oriented Research for Dean's Task Force, School of Medicine
- Evaluator for Comprehensive Cancer Center projects:
  - Breast Cancer Education for Underserved Minority Women (Community Outreach)
  - Psychosocial and Spiritual Support for Rural/Underserved Cancer Patients

*Selected Examples of Proposals for Extramural Funding written collaboratively or individually*

- Joint U.S.-Russian Scientific Workshop Proposal -- submitted to U.S. Civilian Research & Development Foundation
- Community Educational Outreach Projects -- funded by American Cancer Society, Avon Foundation, Alabama Department of Public Health, Centers for Disease Control
- Cross-Cultural Training Retreat for Medical Students -- funded by National Association of Foreign Student Advisors, U.S.I.A.

- Center of Excellence in Women's Health -- submitted to Office on Women's Health, U.S. Public Health Service, Department of Health and Human Services
- Proposal to establish multidisciplinary Center for Metabolic Bone Disease -- approved by University of Alabama System Board of Trustees
- Vision statements/Planning documents for International Network of Cardiovascular Diagnostic Clinics -- submitted to prospective partners
- Proposed UAB Consortium for Tobacco Research and Education -- submitted to Alabama Department of Public Health

## **PREVIOUS PROFESSIONAL EXPERIENCE**

### **RESEARCH STAFF MEMBER, LEGISLATIVE REFERENCE SERVICE, ALABAMA STATE LEGISLATURE (1991-94)**

Part of 25-member professional staff providing editorial and research support to state legislature for bill drafting and administrative agency regulations. [During this period, also served on adjunct faculty, English Department, Troy State University at Montgomery]

### **DEAN OF STUDENT DEVELOPMENT -- QUEENS COLLEGE, CHARLOTTE, NC (1987-89)**

Provided leadership and management of overall student affairs program in the areas of orientation, residential life, counseling and health services, student discipline and judicial boards, and student organizations, including fraternities and sororities. Worked with faculty, staff, and students to reshape traditional campus events in order to foster community spirit and to raise standards of conduct. All programs were developed with the goal of increasing their impact upon students' development.

### **EVALUATION RESEARCHER -- CHARLOTTESVILLE, VA (1978-1986, *During Doctoral Study*)**

#### Evaluation/Survey Research Projects

Survey of public understanding of federal and state student financial aid programs -- submitted report to Virginia State Council of Higher Education.

Applied survey and interview research to develop a long-term staff development program at Piedmont Virginia Community College. Developed program in consultation with deans and division chairs.

Evaluator, Strengthening Developing Institutions Program (Title III) -- Piedmont Virginia Community College. Designed and conducted multi-year formative and summative evaluation plan, which included extensive document review and interviews with division chairs, program leaders and other faculty, and regular meetings with institutional leaders and the grant steering committee.

Provided technical support (survey questionnaire design, data collection and analysis, summary report of findings) to president of Piedmont Virginia Community College for his book on community college presidents (Vaughn, 1986).

Analyzed qualitative faculty survey data for internal school reorganization -- School of Education, University of Virginia.

Graduate Assistantships -- Administrative

Dean's Office, School of Education, University of Virginia -- Provided technical support related to university and state budget cycles.

Summer Session Office, University of Virginia -- Advised and assisted students with course scheduling, registration, and course advising.

Dean's Office, School of Nursing, University of Virginia -- Provided research and writing support to a senior faculty member and developed graduate student handbook for new doctoral degree program.

**ASSOCIATE DEAN OF STUDENT AFFAIRS -- SHEPHERD COLLEGE, SHEPHERDSTOWN, WV 1974-78**

Provided leadership and management for the programmatic areas of residential life, student organizations, student disciplinary/judicial boards, sororities and fraternities, and student life publications; worked with faculty and staff on Parents Weekend planning and other events.

Worked closely with resident student advisors and student organizations to build a program that enjoyed strong levels of student leadership and reflected increased student retention. Worked with rising senior women to create a self-governing residence hall.

**ENGLISH INSTRUCTOR -- YOUNG HARRIS COLLEGE, YOUNG HARRIS, GA 1970-73**

Taught freshman and sophomore English Composition and World Literature courses.

As yearbook advisor, cultivated leadership, craftsmanship, and spiritedness among yearbook staff.

**NEWS AND FEATURE WRITER -- ALABAMA JOURNAL (DAILY NEWSPAPER), MONTGOMERY, AL 1968-70**

**ENGLISH TEACHER -- (SEVENTH GRADE), HUNTSVILLE CITY SCHOOLS, HUNTSVILLE AL 1967-68**

**EXTERNAL CONSULTING**

Arthritis Foundation (National Office), American Juvenile Arthritis Organization Council -- Helped develop proposal for Ronald McDonald House Charities Foundation grant and then served as evaluation consultant for educational program implemented with the Girl Scouts of America, supported through the grant -- 1997

Southern Regional Education Board/State Consortium of Vocational Education, Atlanta, GA - Principal writer for grant proposal (U.S. Department of Education) -- Summer 1993

University of Dubuque, Dubuque, IA: Student Retention Study -- Fall 1992

## **PUBLICATIONS**

Little, Linda, and Chronister, Jay. "Self-Reported Public Understanding of Student Financial Aid Programs." The Journal of Student Financial Aid. 13 (February 1983):29-34.

Little, Linda. "Staff Development of Support Personnel: A Small Institution's Experiment." The Journal of the College and University Personnel Association. 33 (Fall 1982):21-24.

(Unpublished dissertation research) "Patterns of Curricular Content and Structure in General Education," a study describing general education reform efforts among 32 colleges and universities in the U.S.

## **PERSONAL INTERESTS**

Cultural and recreational activities, including a stint as sailing instructor (during undergraduate years) at Quanset Sailing Camps, Cape Cod, Massachusetts. Enjoy historical sites and art museums.

For Board Meeting of  
June 28, 1999

**Agenda Item I-1**

**CLOSED SESSION MINUTES**

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

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

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

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

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

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

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

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
March 24, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
April 28, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Sale or Acquisition of Real Estate
May 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
June 23, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Litigation When an Action has been Filed or is Probable
July 28, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining
August 25, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Litigation When an Action has been Filed or is Probable; Collective Bargaining
September 22, 1997	Collective Bargaining; Litigation When an Action has been Filed or is Probable

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
October 27, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining
December 22, 1997	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Sale or Acquisition of Real Estate
January 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining
February 6, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
February 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable
March 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
April 29, 1998	Collective Bargaining; Sale or Acquisition of Real Estate
May 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Sale or Acquisition of Real Estate

<u>Date of Closed Session</u>	<u>Reason to be kept confidential</u>
June 25, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable
July 27, 1998	Sale or Acquisition of Real Estate; Litigation When an Action has been Filed or is Probable; Collective Bargaining
August 24, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees
October 26, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees, Closed Session Minutes Discussion, Sale or Acquisition of Real Estate
November 23, 1998	Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees; Collective Bargaining; Litigation When an Action has been Filed or is Probable
December 21, 1998	Collective Bargaining; Pending Litigation; Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
January 25, 1999	Pending Litigation; Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees

March 1, 1999 (February Meeting)	Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
March 22, 1999	Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees
April 26, 1999	Open the portion of minutes regarding Harry Cottrell's resignation, Deborah Hecht 's appointment as Vice President of Instructional Services, and part-time salary increases
May 24, 1999	Balance remain closed: Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees; Attorney/ Client Discussion

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For Board Meeting of  
June 28, 1999

**Agenda Item I-2**

**INTERCOLLEGIATE ATHLETIC SUBSTANCE ABUSE PREVENTION PROGRAM  
POLICY 626.01 (FIRST READING)**

Attached for first reading is a new policy designed to prevent substance abuse among our intercollegiate athletes. The policy is presented for Board action while the procedures are included for your information.

**RECOMMENDATION:** Board approval for first reading of Board Policy 626.01  
Intercollegiate Athletic Substance Abuse Prevention  
Program.

SAUK VALLEY COMMUNITY COLLEGE  
VICE PRESIDENT OF STUDENT SERVICES

MEMORANDUM

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**TO:** Dr. Richard Behrendt

**FROM:** Dr. Joan E. Kerber *JK*

**DATE:** June 22, 1999

**SUBJECT:** Intercollegiate Athletic Substance Abuse Prevention Program

Attached please find an Intercollegiate Athletic Substance Abuse Prevention Program that is being recommended for Board of Trustees' approval. This program has the full support of the Director of Athletics, all coaches and the Vice President of Student Services as it is a proactive approach for our Athletic Department in the fight against substance abuse.

In reviewing and developing this program we discovered that our three largest district high schools (Sterling, Rock Falls, and Dixon) currently have such programs and are very positive towards Sauk Valley Community College taking a similar proactive approach. Within the Illinois community colleges, Belleville Area College was the only one we were able to locate that had a similar program, and they are very pleased with the positive response that it has received both on campus and within the community.

Sauk would be the first College within the Arrowhead Athletic Conference to adopt such a policy, but it is believed that others might follow our lead once the positive outcomes were realized.

In summary, it is our unanimous recommendation that this program be approved for implementation within the College's Athletic Program. The focus of the program is "prevention" and we feel it is positive for our student athletes, the Athletic Department, and Sauk Valley Community College.

## **INTERCOLLEGIATE ATHLETIC SUBSTANCE ABUSE PREVENTION PROGRAM**

### **626.01**

1. The use of alcohol, performance enhancing or illegal drugs by SVCC students who participate in intercollegiate athletics presents a particular hazard to the health, safety and welfare of those students, and is prohibited. The College seeks to prevent and discourage substance abuse by student athletes involved in intercollegiate athletics, to educate student athletes as the serious physical, mental and emotional harm which can be caused by substance abuse, and to respond to instances of substance abuse.
2. The College shall seek to assist its student athletes to develop a pattern of healthy lifestyle choice, to assure that the athletic programs are substance abuse free, and to uphold the integrity of Sauk Valley Community College's athletic programs, and maintain the confidence of the community. The College shall further:
  - (a) Provide a drug education program for students participating in intercollegiate athletic programs in addition to any programs involving drug and substance abuse provided to the student population as a whole.
  - (b) Implement and utilize random testing of student athletes for presence of controlled substances which may include, without limitation, tests for one or more of the following: amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine metabolites, methadone, opiates, phencyclidines, steroids, and alcohol.

(c) Provide appropriate sanctions and education in the event a student tests "positive" on a test for a controlled substance, steroid or alcohol.

3. As a condition to participation in any intercollegiate athletics as students of SVCC, all students seeking to participate shall execute appropriate consents to participation in substance abuse prevention activities, to random drug and alcohol testing by urinalysis, or breathalyzer, and to supervised collection of drug and alcohol testing specimens or samples.

The Vice President of Student Services in consultation with the Director of the Athletic Department shall establish reasonable procedures for substance abuse education and for random testing of student athletes participating in intercollegiate athletic competition and dealing with the consequences of such tests and shall inform the Board about such procedures. Any testing done pursuant to this policy shall be done by responsible medical organizations with the appropriate facilities or arrangements for administering the test, and determining the results of the test.

## **SAUK VALLEY COMMUNITY COLLEGE**

### ***ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF THE ATHLETIC DEPARTMENT SUBSTANCE ABUSE PREVENTION PROCEDURES***

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I certify that I have received a copy of Sauk Valley Community College's Athletic Department Substance Abuse Prevention Procedures for student athletes. I hereby grant my consent for random drug and alcohol testing.

I understand my continued participation in the athletic program with the college is contingent upon compliance with the Substance Abuse Prevention Procedures. I knowingly give my consent to participate in supervised random substance abuse sampling and tests. Refusal to comply with the requirements stated herein may result in action up to and including expulsion from the athletic program.

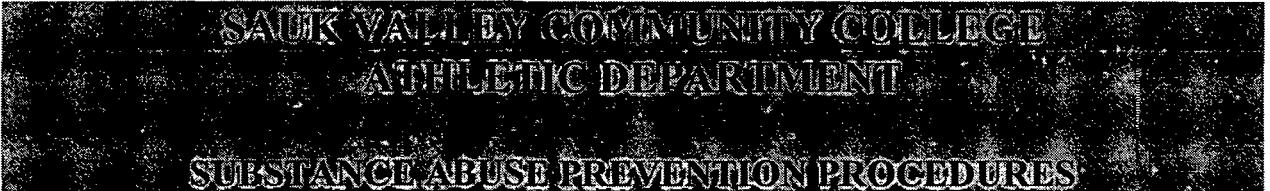
Name: \_\_\_\_\_  
*(please print)*

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM – KEEP PREVENTION PROCEDURES**

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**SAUK VALLEY COMMUNITY COLLEGE**  
**ATHLETIC DEPARTMENT**

**SUBSTANCE ABUSE PREVENTION PROCEDURES**

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### **GOAL STATEMENT**

It is the goal of the Athletic Department of Sauk Valley Community College to uphold the integrity of athletic programs by ensuring that student athletes abide by regulations set forth by the Board Policy 626.01.

### **INTRODUCTION**

These procedures are based on the premise that illicit use of drugs does not belong in athletic competition. The integrity of the institution, student athletics, and coaching staff shall be upheld through the implementation of the procedures presented. Sauk Valley Community College does not condone nor will it tolerate substance abuse by athletes.

The foundation of these procedures is to provide educational information to student athletes and staff on the effects of substance abuse and to do those things necessary to prevent athletes from using alcohol or drugs. It is the intention of the College to protect the well being of the athletes.

### **EDUCATION**

A necessary step in deterring drug use is to educate staff and athletes on substance abuse and the effect drugs have on health, well being, and athletic performance. Upon completion of this phase the student athletes must make a choice of what lifestyle they wish to pursue. Their choice alone will dictate the disciplinary action taken by this institution.

A comprehensive seminar will be presented at the beginning of each fall semester with an as-needed follow-up presentation at the beginning of each spring semester. Attendance for all student athletes and staff will be mandatory. The substance abuse procedures will be reviewed at the time of the educational seminar. Each athlete will be required to sign a consent form validating their comprehension of these procedures and consequences related to violations of these procedures prior to their participation in any athletic program.

If a student athlete refuses to participate in the educational seminar and/or to sign the consent form, the student will not be permitted to participate in any intercollegiate athletic program.

### SUBSTANCE ABUSE TESTING

Substance abuse testing will be conducted as part of this program to ensure the safety and well being of the student athletes and to uphold the ideals of this institution.

Testing of the athletes will be conducted on a random basis; however, reasonable suspicion and/or evidence of substance abuse may also support the necessity for a drug test. Failure to submit to a drug test will cause the athlete to be removed from athletic participation and may result in forfeiture of scholarship.

Testing will be conducted by a certified health organization with qualified personnel. It will be the responsibility of this organization to collect and document the specimens to ensure a valid drug screening. The results of the screening will be reported immediately to the Athletic Director and Head Coach for a further course of action. All records of the screening are to be kept confidential and disclosed only to the student athlete, personnel of the drug testing facility, and school officials designated by the Vice President of Student Services. The College also reserves the right to notify the student athlete's parents or guardians. The release of any information pertaining to the drug screening must be approved by the Athletic Director and the Vice President of Student Services so as to protect the privacy of the student athlete.

### SUBSTANCE ABUSE COUNSELING

Any athlete with a positive test result will automatically be referred to a counseling program by the Athletic Director. The student athlete will be responsible for any costs of the counseling and treatment program. The refusal of the athlete to participate in the described program will be cause for removal from team participation and may result in forfeiture of scholarship.

### SUBSTANCE ABUSE TESTING PROCEDURES

#### Notification of Athlete Selection

Selected student athletes will be notified the morning in which the testing will occur. They will be required to appear at the time of testing. In the event of a schedule conflict, the Athletic Director will have the authority to issue an excused absence and/or allow the student to test at the drug testing facility within 24 hours.

Student athletes not complying with the testing time procedure will be considered to have tested positive.

#### Testing Procedures

A licensed medical facility selected by the College shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen.

### Testing Negative

The student athletes whose test results are negative will be notified upon the College's receipt of the information.

### Testing Positive

If the test results are positive, the athlete will be suspended from intercollegiate competition for alcohol related positive test for 14 days and for drug related positive test for 21 days. The athlete must meet with a qualified chemical dependency counselor within 48 hours and must retest negative prior to readmission to intercollegiate competition.

The student athlete may make formal inquiry regarding his/her testing results to a Medical Review Officer provided through the responsible medical organization within 48 hours of notification.

If the chemical dependency counselor indicates that the student is not chemically dependent and does not require treatment, the athlete will be permitted to practice with the team and will be re-tested following the days of suspension.

If the chemical dependency counselor indicates that the student athlete is chemically dependent and requires treatment, compliance is mandatory. Failure to comply will result in an indefinite team suspension and possible forfeiture of scholarship.

The student athlete who maintains satisfactory progress in a treatment program may be considered for reinstatement. Reinstatement is at the discretion of the Vice President of Student Services in consultation with the Director of the Athletic Department.

A second positive test may result in removal from the team and forfeiture of scholarship.

### APPEALS

A written appeal must be presented to the Athletic Director within five days of the initial ruling. An appeal of the recommended disciplinary action may be made to an Appeals Council which shall consist of the Vice President of Student Services and one neutral coach or sponsor and one College counselor. The Athletic Director shall present the evidence of an alleged violation to the student and give the student an opportunity to respond to the charge. The Appeals Council will determine if the student received the appropriate penalty set forth in this procedure.

### CONCLUSION

Student athletes and the athletic staff shall serve as role models and represent Sauk Valley Community College in a distinct manner. The success and integrity of the College's athletic program relies on the values and behavior of all individuals involved. The Substance Abuse Program is a proactive step to ensure the integrity of all athletic competition at Sauk Valley Community College.

**BOND INVESTMENTS**

Liability, Protection & Settlement	District Columbia	4.60	06-01-99	49,768.83
Liability, 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	154,620.03
SUBTOTAL BONDS				\$5,011,183.07

**TOTAL INVESTMENTS****\$9,311,183.07**

**SAUK VALLEY COMMUNITY COLLEGE**  
**APPROVED BY**

**PRESIDENT**

**SECRETARY**

**DATE**

**6-28-99**

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 28, 1999

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-23 General Operating Funds	\$350,473.69
Pages 24-26 Restricted Fund	443,024.33
Pages 27-30 Bookstore	<u>67,263.92</u>
<b>TOTAL</b>	<b><u>\$860,761.94</u></b>

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
Delores B. Johnson  
PRESIDENT  
M. L. Lewin  
SECRETARY  
DATE 6-28-99

SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 June 28, 1999

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	3.81	\$751,84
Bookstore Account	Sterling Federal, Sterling	3.78	20,07
Illinois Public Treasurers	Mercantile Bank, Springfield	4.67	1,056.81
Investment Pool			
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>1,828,76</b>
<u>NON-INT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		133,68
Insurance Account	Sterling Federal, Sterling		
<b>SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS</b>			<b>133,68</b>
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		4.00	
<b>SUBTOTAL MONEY MARKET FUNDS</b>			
<b>TOTAL CHECKING ACCOUNTS</b>			<b>\$1,962,44</b>

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>AMOUNT</u>
Educational Fund	Amcore Bank, Sterling	5.15	12-09-99	\$ 400,00
Operations & Maintenance	Amcore Bank, Amboy	5.97	10-13-99	100,00
Protection, Health & Safety	Union Bank, Tampico	5.02	06-09-99	400,00
Protection, Health & Safety	Amcore Bank, Sterling	5.85	06-30-99	200,00
Protection, Health & Safety	Amcore Bank, Sterling	5.85	07-30-99	100,00
Auxiliary	Union Bank, Tampico	5.91	06-02-99	300,00
Working Cash	Union Bank, Tampico	5.16	04-03-00	1,000,00
Working Cash	Amcore Bank, Sterling	5.85	07-22-99	300,00
Working Cash	Smith Trust & Savings, Morrison	5.00	02-01-00	200,00
Liab., Prot. & Settlement	Amcore Bank, Sterling	5.85	07-22-99	100,00
Liab., Prot. & Settlement	Union Bank, Tampico	4.92	08-10-99	200,00
Building Bond Proceeds	Grand National Bank, Sterling	5.24	02-19-00	1,000,00
<b>SUBTOTAL INVESTMENTS</b>				<b>\$ 4,300,00</b>

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

Sauk Valley Community College  
 Check Register  
 From 05/21/99 To 06/28/99

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Northwest Illinois JTPA	Education Fund		JTPA Whiteside- Summer		1,920.00
Gallatin River Communications	Education Fund		Dislocated Workers- Summer		226.00
Dick Blick	Education Fund		Foundation Expense		11.24
Sterling Rock Falls Clinic	Education Fund		Foundation Expense		1,500.00
Copper Fish Galleries	Education Fund		Foundation Expense		800.00
Czarnik, Mike	Education Fund		Foundation Expense		1,160.10
McCormick's	Education Fund		Foundation Expense		79.80
Phillips Magnification	Education Fund		Foundation Expense		1,367.00
Trow & Holden	Education Fund		Foundation Expense		92.00
Illinois Department of Revenue	Education Fund		State Withholding Payable		7,210.42
Illinois Department of Revenue	Education Fund		State Withholding Payable		5,313.98
State Universities Retirement	Education Fund		SURS Payable		17,872.14
State Universities Retirement	Education Fund		SURS Payable		23,593.34
Select Employees Credit Union	Education Fund		Credit Union Payable		22,655.24
Select Employees Credit Union	Education Fund		Credit Union Payable		15,024.75
SVCC Faculty Association	Education Fund		Faculty Association Payable		1,373.70
Joel A. Kagann, Circuit Court	Education Fund		Wage Garnishment Payable		130.00
Kelli D Walker, Attorney	Education Fund		Wage Garnishment Payable		101.72
Lydia S. Meyer, Trustee	Education Fund		Wage Garnishment Payable		125.00
Minnesota Child Support Paymen	Education Fund		Wage Garnishment Payable		280.20
Joel A. Kagann, Circuit Court	Education Fund		Wage Garnishment Payable		130.00
Kelli D Walker, Attorney	Education Fund		Wage Garnishment Payable		101.72
Lydia S. Meyer, Trustee	Education Fund		Wage Garnishment Payable		125.00
United Way of Dixon	Education Fund		United Way Payable		77.98

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

Sauk Valley Community College  
Check Register  
From 05/21/99 To 06/28/99

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
United Way of Sterling-Rock Fa	Education Fund		United Way Payable		60.84
Trustmark Insurance	Education Fund		Optional Life Insurance		746.35
Trustmark Insurance	Education Fund		Optional Life Insurance		681.48
Illinois Mutual	Education Fund		Optional Disability Insurance		20.57
Illinois Mutual	Education Fund		Optional Disability Insurance		20.57
SVCC Foundation	Education Fund		Foundation Payable		17.50
SVCC Foundation	Education Fund		Foundation Payable		17.50
American Express Financial Adv	Education Fund		American Express		315.00
American Express Financial Adv	Education Fund		American Express		315.00
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
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		603.34
Franklin Life Insurance Compan	Education Fund		Franklin Life		520.00
Horace Mann Insurance Company	Education Fund		Horace Mann		25.00
Northern Life Insurance Compan	Education Fund		Northern Life		85.00
TIAA/CREF	Education Fund		TIAA/ CREF		6,342.26
TIAA/CREF	Education Fund		TIAA/ CREF		3,293.16
Waddell & Reed, Inc	Education Fund		Waddell & Reed		175.00
Waddell & Reed, Inc	Education Fund		Waddell & Reed		75.00

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

Sauk Valley Community College  
Check Register  
From 05/21/99 To 06/28/99

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
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
Variable Annuity Life Insuranc	Education Fund		Valic		425.00
Variable Annuity Life Insuranc	Education Fund		Valic		405.00
Bailey, Amy L.	Education Fund		Accounts Payable		381.00
Burks, Christopher M.	Education Fund		Accounts Payable		2,062.08
Cameron, Julie A.	Education Fund		Accounts Payable		138.00
Charleston, Marissa L.	Education Fund		Accounts Payable		138.00
Fjelstad, Rodney	Education Fund		Accounts Payable		5.00
Fjelstad, Vicki	Education Fund		Accounts Payable		5.00
Hall, Skeeter A.	Education Fund		Accounts Payable		25.00
Hand, Sue L.	Education Fund		Accounts Payable		260.00
Holder, Joshua J.	Education Fund		Accounts Payable		250.00
Humphrey, Andrea L.	Education Fund		Accounts Payable		368.00
Lamberson, Lindsy A.	Education Fund		Accounts Payable		138.00
Lang, Jeremy D.	Education Fund		Accounts Payable		439.00
Rakowski, Jennifer L.	Education Fund		Accounts Payable		138.00
Robison, Frances J.	Education Fund		Accounts Payable		6.00
Ruth, Shane M.	Education Fund		Accounts Payable		138.00
Simpson, Timothy M.	Education Fund		Accounts Payable		10.00
Sobottka, Sara R.	Education Fund		Accounts Payable		10.00

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

Sauk Valley Community College  
Check Register  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Varga, Ryan M.	Education Fund		Accounts Payable		442.00
	Education Fund		Accounts Payable		110.00
					-----
					552.00
Mullesch, Sarah A.	Education Fund		Accounts Payable		153.00
Reubin, Lisa A.	Education Fund		Accounts Payable		194.00
Bajrami, Atem	Education Fund		Accounts Payable		10.00
Becker, Timothy R.	Education Fund		Accounts Payable		153.00
Berg, Jennifer M.	Education Fund		Accounts Payable		71.00
Boss, Scott J.	Education Fund		Accounts Payable		552.00
Boynton, Carol M	Education Fund		Accounts Payable		28.00
Boynton, Wilbert S	Education Fund		Accounts Payable		28.00
Bryson, Shelby J.	Education Fund		Accounts Payable		10.00
Cantu, Reynaldo R.	Education Fund		Accounts Payable		112.50
Christiansen, Barbara J.	Education Fund		Accounts Payable		322.00
Coleman, Bernadine	Education Fund		Accounts Payable		250.00
Coss, Barbara L.	Education Fund		Accounts Payable		61.00
Dallam, Stacey M.	Education Fund		Accounts Payable		138.00
Davis, Rose M.	Education Fund		Accounts Payable		552.00
Deseno, Angela V.	Education Fund		Accounts Payable		552.00
Dew, Jennifer L.	Education Fund		Accounts Payable		138.00
Dietrich, Allison E.	Education Fund		Accounts Payable		56.00
Digman, Jeffrey W.	Education Fund		Accounts Payable		148.00
Edwards, Clarence D.	Education Fund		Accounts Payable		50.00
Flomling, Brooke M.	Education Fund		Accounts Payable		552.00
Haag, Justin M.	Education Fund		Accounts Payable		138.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Holland, Mabel F	Education Fund		Accounts Payable		28.00
Jimenez, Ruthi	Education Fund		Accounts Payable		61.00
Jones, Jacob C.	Education Fund		Accounts Payable		148.00
Kindred, Anna M.	Education Fund		Accounts Payable		194.00
Kump, Laurie A.	Education Fund		Accounts Payable		10.00
Lambert, Ryan G.	Education Fund		Accounts Payable		598.00
Lang, Carlie A.	Education Fund		Accounts Payable		138.00
Loescher, Jeremy L.	Education Fund		Accounts Payable		388.00
Logan, Diane L.	Education Fund		Accounts Payable		153.00
Monnier, Jason A.	Education Fund		Accounts Payable		250.00
Novak, Amanda J.	Education Fund		Accounts Payable		348.30
Petersen, Sonya E.	Education Fund		Accounts Payable		147.00
Phillips, Hugh M.	Education Fund		Accounts Payable		6.00
Repass, Ellen J.	Education Fund		Accounts Payable		148.00
Rinehart, Paula K.	Education Fund		Accounts Payable		10.00
Roggy, Brenda C.	Education Fund		Accounts Payable		98.00
Sayles, Andre T.	Education Fund		Accounts Payable		250.00
	Education Fund		Accounts Payable		10.00
				-----	260.00
Thompson, Michele L.	Education Fund		Accounts Payable		420.48
Todora, Christina M.	Education Fund		Accounts Payable		437.00
Torres, Angel M.	Education Fund		Accounts Payable		291.00
Walker, Tabitha L	Education Fund		Accounts Payable		50.00
Weir, Margaret M.	Education Fund		Accounts Payable		138.00
Woessner, Ryan J.	Education Fund		Accounts Payable		276.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Alton, Stephanie K.	Education Fund		Accounts Payable		110.40
Arnold, Kimberly E.	Education Fund		Accounts Payable		110.40
Bechdolt, Joyce	Education Fund		Accounts Payable		61.00
Bohms, Brenda L.	Education Fund		Accounts Payable		147.20
Callaghan, Mary M.	Education Fund		Accounts Payable		155.20
Clark, Michael R.	Education Fund		Accounts Payable		220.80
Cox, Michael L.	Education Fund		Accounts Payable		110.40
DeMay, Eric N.	Education Fund		Accounts Payable		138.00
Dravis, Joshua J.	Education Fund		Accounts Payable		276.00
Drobna, Alice	Education Fund		Accounts Payable		41.25
	Education Fund		Accounts Payable		41.25
	Education Fund		Accounts Payable		-41.50
	Education Fund		Accounts Payable		41.50
	Education Fund		Accounts Payable		-41.25
					41.25
Ebersole, Jill J.	Education Fund		Accounts Payable		98.00
Ford, Lane B.	Education Fund		Accounts Payable		110.40
Getzendaner, Sarah K.	Education Fund		Accounts Payable		46.00
Gonzalez, Kristina L.	Education Fund		Accounts Payable		122.40
Holschuh, Dustin R.	Education Fund		Accounts Payable		110.40
Hoyle, Jill L.	Education Fund		Accounts Payable		138.00
Hurless, Katie B.	Education Fund		Accounts Payable		46.00
Lucenilla, Miriam G.	Education Fund		Accounts Payable		110.40
McDole, Nan E.	Education Fund		Accounts Payable		110.40
McMillion, Danielle M.	Education Fund		Accounts Payable		110.40
Neel, Diana L.	Education Fund		Accounts Payable		20.00

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Olsen, Tammy L.	Education Fund		Accounts Payable		153.00
Over, Megan E.	Education Fund		Accounts Payable		122.40
Patton, Cynthia D.	Education Fund		Accounts Payable		110.40
Rockwell, Charles R.	Education Fund		Accounts Payable		110.40
Shepard, Kristie L.	Education Fund		Accounts Payable		51.00
Sommers, Donald R.	Education Fund		Accounts Payable		153.00
Strand, Jennifer E.	Education Fund		Accounts Payable		56.80
Stuart, Bradley A.	Education Fund		Accounts Payable		868.00
Tedrow, Stephanie D.	Education Fund		Accounts Payable		110.40
VonHolten, Jeffery A.	Education Fund		Accounts Payable		153.00
Vroman, Jeff W.	Education Fund		Accounts Payable		283.75
Weed, Jacyn L.	Education Fund		Accounts Payable		147.20
Winters, Veronica S.	Education Fund		Accounts Payable		397.61
Yingling, Kenneth E.	Education Fund		Accounts Payable		138.00
Klein, Thorpe & Jenkins Ltd	Education Fund	Board of Trustees	Legal Services	Board of Trustees	100.00
Ward, Murray, Pace, & Johnson,	Education Fund	Board of Trustees	Legal Services	Board of Trustees	850.00
	Liability, Protection & Settlement	Risk Management	Legal Services	General Institutional	400.00
					-----
					1,250.00
Economy Trophy Co	Education Fund	Board of Trustees	Office Supplies	Board of Trustees	5.23
	Education Fund	Clinical Laboratory Science	Office Supplies	Health Occupational	15.00
	Education Fund	Associate Degree Nursing	Office Supplies	Health Occupational	15.00
	Education Fund	Licensed Practical Nursing	Office Supplies	Health Occupational	15.00
	Education Fund	Radiologic Technology	Office Supplies	Health Occupational	15.00
					-----
					65.23
Unique Computer	Education Fund	Board of Trustees	Office Supplies	Board of Trustees	629.00
	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	148.00
	Education Fund	Dean of Information Systems	Office Supplies	Academic Administration & Planning	99.00
	Education Fund	Learning Resource Center	Library Supplies	Library Center	104.00
	Education Fund	Computing & Instruct Tech	Maintenance Services	Academic Computing Support	110.00

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	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	196.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	48.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	176.00
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	139.00
	Education Fund	Instructional Technology Center	Inatructional Technology Materi	Instructional Materials Center	79.95
	Education Fund	Instructional Technology Center	Inatructional Technology Materi	Instructional Materials Center	59.90
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	119.00
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	96.00
	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	86.97
	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	249.95
					-----
					2,340.77
Sauk Valley Newspapers	Education Fund	Board of Trustees	Advertising	Board of Trustees	31.60
	Education Fund	College Relations	Advertising	Community Relations	360.00
	Education Fund	College Relations	Advertising	Community Relations	124.80
	Education Fund	Other Institutional	Recruitment	General Institutional	29.24
	Education Fund	Other Institutional	Recruitment	General Institutional	46.79
	Education Fund	Other Institutional	Recruitment	General Institutional	54.58
	Education Fund	Other Institutional	Recruitment	General Institutional	96.18
					-----
					743.19
Assn of Community College Trus	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	335.00
Illinois Community College Tru	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	555.00
	Education Fund	President	Conference/Meeting Expense	Executive Management	100.00
	Education Fund	President	Other Conference & Meeting	Executive Management	100.00
					-----
					755.00
Groharing, Richard B.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	112.12
Straw, Nicholas M.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	123.97
	Student Activities	Student Government	Other Conference & Meeting	Student Organizations	41.33
					-----
					165.30
Thompson, Robert J.	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	139.30
Consolidated Management Co	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	40.00
	Education Fund	President	Other Conference & Meeting	Executive Management	68.75
	Education Fund	Grant, Planning, & Research	Conference/Meeting Expense	Institutional Research	27.95
	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	35.05
	Education Fund	English	Conference/Meeting Expense	Baccalaureate- Oriented Transfer	56.50
	Education Fund	Dean of Business, Tech & Natural	Conference/Meeting Expense	Academic Administration & Planni	230.00
	Education Fund	Computer Information Systems	Conference/Meeting Expense	Business Occupational	265.20
	Education Fund	Concert/ Lecture Series	Conference/Meeting Expense	Community Service	66.00

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	Education Fund	Concert/ Lecture Series	Conference/Meeting Expense	Community Service	47.50
	Education Fund	Community Serv Computer Seminars	Conference/Meeting Expense	Community Education	38.00
	Education Fund	workforce prep	Conference/Meeting Expense	Customized Training	236.50
	Education Fund	Director of Health Careers Ed	Conference/Meeting Expense	Health Occupational	69.00
	Education Fund	Director of Health Careers Ed	Conference/Meeting Expense	Health Occupational	21.95
	Education Fund	Dean of Information Systems	Conference/Meeting Expense	Academic Administration & Planni	31.50
	Education Fund	Learning Resource Center	Conference/Meeting Expense	Library Center	35.80
	Education Fund	Commencement	Other Supplies	Other	502.50
	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	26.95
	Education Fund	Other Institutional	Recruitment	General Institutional	66.75
	Education Fund	Other Institutional	Recruitment	General Institutional	114.50
	Education Fund	Other Institutional	Recruitment	General Institutional	373.50
	Education Fund	Other Institutional	Recruitment	General Institutional	183.00
	Education Fund	Personnel Office	Other Conference & Meeting	Administrative Support Services	123.25
	Education Fund	Personnel Office	Other Conference & Meeting	Administrative Support Services	248.00
	Education Fund	Personnel Office	Other Conference & Meeting	Administrative Support Services	5.00
	Education Fund		Foundation Expense		112.50
	Education Fund		Foundation Expense		1,035.00
	Liability, Protection & Settleme	Affirmative Action	Conference/Meeting Expense	General Institutional	21.00
					4,081.65
Illinois Community College Tru	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	170.00
	Education Fund	Board of Trustees	Conference/Meeting Expense	Board of Trustees	100.00
	Education Fund	President	Conference/Meeting Expense	Executive Management	85.00
					355.00
Behrendt, Richard	Education Fund	President	Other Employee Benefits	Executive Management	16.50
Rotary Club of Sterling	Education Fund	President	Other Employee Benefits	Executive Management	11.00
American Express	Education Fund	President	Conference/Meeting Expense	Executive Management	112.80
	Education Fund	President	Other Conference & Meeting	Executive Management	155.82
					268.62
Behrendt, Richard	Education Fund	President	Conference/Meeting Expense	Executive Management	15.80
Regional Superintendent of Sch	Education Fund	President	Other Conference & Meeting	Executive Management	120.00
Carroll County Review	Education Fund	College Relations	Publications and Dues	Community Relations	24.00
Amboy News	Education Fund	College Relations	Advertising	Community Relations	36.00
Bureau County Republican	Education Fund	College Relations	Advertising	Community Relations	99.60
Rock River Valley Barbershoppe	Education Fund	College Relations	Advertising	Community Relations	40.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
WSDR-AM	Education Fund	College Relations	Advertising	Community Relations	1,250.00
Lundgren's Inc	Education Fund	Information Center	Office Supplies	Others	45.76
	Education Fund	Information Center	Office Supplies	Others	20.98
	Education Fund	Information Center	Office Supplies	Others	15.96
	Education Fund	Information Center	Office Supplies	Others	31.73
	Education Fund	Information Center	Office Supplies	Others	51.05
	Education Fund	Information Center	Office Supplies	Executive Management	6.99
	Education Fund	VP- Administrative Services	Office Supplies	Student Organizations	18.08
	Student Activities	Voyager	Other Materials and Supplies	Student Organizations	27.96
	Student Activities	Voyager	Other Materials and Supplies		-----
					218.51
SBM Business Equipment Center	Education Fund	Information Center	Office Supplies	Others	27.50
	Education Fund	Other Instructional	Maintenance Services	Other	138.88
	Education Fund	Dean of Corp Comm Serv	Office Supplies	Academic Administration & Planni	.00
	Education Fund	Dean of Corp Comm Serv	Office Supplies	Academic Administration & Planni	14.11
	Education Fund	Corporate Services Admin.	Office Supplies	Other	.00
	Education Fund	Corporate Services Admin.	Office Supplies	Other	14.11
	Education Fund	Counseling	Maintenance Services	Counseling & Career Guidance	44.48
	Education Fund	Other Institutional	Office Other Equipment	General Institutional	274.00
	Education Fund	Business Office	Maintenance Services	Fiscal Operations	54.94
					-----
					568.02
Paulsen, Darryl D.	Education Fund	Grant, Planning, & Research	Conference/Meeting Expense	Institutional Research	12.00
Schmall, Rex	Education Fund	Grant, Planning, & Research	Conference/Meeting Expense	Institutional Research	79.89
Tegtmeier, James O.	Education Fund	VP-Instructional Services	Other Employee Benefits	Executive Management	606.81
Tegtmeier, James O.	Education Fund	VP-Instructional Services	Conference/Meeting Expense	Executive Management	99.20
Shelley, Chris	Education Fund	Other Instructional	Tuition Reimbursement	Other	288.00
Brown, John W.	Education Fund	Other Instructional	Tuition Reimbursement	Other	255.00
Frana, Jerry L.	Education Fund	Other Instructional	Other Conference & Meeting	Other	342.80
Budd, Christopher	Education Fund	Art	Consultants	Baccalaureate- Oriented Transfer	30.00
Heritage Music Center Inc	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	187.84
	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	19.76
	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	88.68
	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	96.00
					-----
					392.28

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Luck's Music Library	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	4.50
Lyons Music Products	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	29.95
Mueller Audio Visual	Education Fund	Music	Instructional Supplies	Baccalaureate- Oriented Transfer	360.00
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	19.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	24.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	28.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Maintenance Services	Instructional Materials Center	22.50
	Education Fund	Instructional Technology Center	Inatructional Technology Materia	Instructional Materials Center	476.00
					-----
					1,088.50
Aramark Uniform Services Inc	Education Fund	Physical Education	Other Contractual Services	Baccalaureate- Oriented Transfer	353.76
	Education Fund	Physical Education	Other Contractual Services	Baccalaureate- Oriented Transfer	319.66
					-----
					673.42
Quinton Instrument Co.	Education Fund	Fitness Center	Maintenance Services	Baccalaureate- Oriented Transfer	1,490.00
EBSCO	Education Fund	Fitness Center	Instructional Supplies	Baccalaureate- Oriented Transfer	111.88
Hoyle, Christine	Education Fund	Fitness Center	Instructional Supplies	Baccalaureate- Oriented Transfer	35.70
Natl Assn of Governor's Counci	Education Fund	Fitness Center	Other Conference & Meeting	Baccalaureate- Oriented Transfer	78.00
Iowa State University of Scien	Education Fund	Psychology	Instructional Supplies	Baccalaureate- Oriented Transfer	27.08
Wolfram Research Inc	Education Fund	Mathematics	Instructional Supplies	Baccalaureate- Oriented Transfer	20.00
Riverside Publishing	Education Fund	Learning Skills	Instructional Supplies	Remedial Studies	74.40
Fluke Corporation	Education Fund	Computer Information Systems	Instructional Supplies	Business Occupational	285.00
Graybar Electric Company Inc.	Education Fund	HVAC	Instructional Supplies	Technical Occupational	111.92
	Education Fund	Machine Tool	Instructional Supplies	Technical Occupational	111.92
	Education Fund	Mechanical Design	Instructional Supplies	Technical Occupational	111.94
	Education Fund	Computing & Instruct Tech	Instructional Supplies	Academic Computing Support	1,054.80
					-----
					1,390.58

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Great Lakes Airgas Inc	Education Fund	HVAC	Instructional Supplies	Technical Occupational	4.86
	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	9.52
					-----
					14.38
Johnstone Supply	Education Fund	HVAC	Instructional Supplies	Technical Occupational	.98
	Education Fund		Foundation Expense		440.50
	Education Fund		Foundation Expense		89.95
					-----
					531.43
Ace Hardware	Education Fund	Machine Tool	Instructional Supplies	Technical Occupational	39.80
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	16.46
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	8.55
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	11.94
					-----
					76.75
Nimco	Education Fund	Machine Tool	Instructional Supplies	Technical Occupational	44.90
	Education Fund	Concert/ Lecture Series	Instructional Supplies	Community Service	197.00
					-----
					241.90
Carolina Biological Supply Co	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	55.34
	Education Fund	Biology	Instructional Supplies	Baccalaureate- Oriented Transfer	131.76
					-----
					187.10
Central Scientific Company	Education Fund	Physics	Instructional Supplies	Baccalaureate- Oriented Transfer	325.30
	Education Fund	Physics	Instructional Supplies	Baccalaureate- Oriented Transfer	89.46
					-----
					414.76
Quill Corporation	Education Fund	Dean of Corp Comm Serv	Office Supplies	Academic Administration & Planni	118.62
	Education Fund	Corporate Services Admin.	Office Supplies	Other	-50.40
	Education Fund	Corporate Services Admin.	Office Supplies	Other	56.00
	Education Fund	Corporate Services Admin.	Office Supplies	Other	47.97
	Education Fund	Corporate Services Admin.	Office Supplies	Other	44.00
	Education Fund	Corporate Services Admin.	Office Supplies	Other	66.66
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	11.64
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	7.98
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	31.96
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	49.92
	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	12.99
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	214.41
					-----
					611.75

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Shawver Press Inc	Education Fund Education Fund	Dean of Corp Comm Serv College for Kids	Office Supplies Advertising	Academic Administration & Planning Community Service	43.36 226.00 ----- 269.36
NCSET	Education Fund	Dean of Corp Comm Serv	Publications and Dues	Academic Administration & Planning	50.00
Eastern Iowa Community College	Education Fund	Technical Occupational	Consultants	Technical Occupational	12,659.50
Mandernach, Patricia	Education Fund	Community Education	Consultants	Community Education	660.00
Kooi, Audrey	Education Fund	Senior Programs	Consultants	Community Service	135.00
Castelein, Karen J.	Education Fund	College for Kids	Instructional Supplies	Community Service	104.82
Paper Direct Inc	Education Fund	Concert/ Lecture Series	Instructional Supplies	Community Service	199.50
Naylon, E Dawn	Education Fund	Health & Personal Development	Consultants	Community Service	405.00
Nolan, Billie	Education Fund	Health & Personal Development	Consultants	Community Service	168.50
Simon & Kolz Publishing	Education Fund	Health & Personal Development	Instructional Supplies	Community Service	218.00
Professional Independent Issur	Education Fund	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re Customized Training	Customized Training	30.00
AIAG	Education Fund	workforce prep	Instructional Supplies	Customized Training	12.00
AIAG	Education Fund	workforce prep	Instructional Supplies	Customized Training	144.00
Happach, Ronald H.	Education Fund	workforce prep	Conference/Meeting Expense	Customized Training	178.56
Gospodarczyk, Thomas J.	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	323.16
Gericke, Thomas H.	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	24.18
Amboy Chamber of Commerce	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	9.50
Harrington, Gerry	Education Fund	Corporate Services Admin.	Conference/Meeting Expense	Other	44.22
Segermark Microscope Service,	Education Fund	Clinical Laboratory Science	Maintenance Services	Health Occupational	300.00
Hawkeye Medical Supply, Inc.	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	431.40
VWR Scientific	Education Fund	Clinical Laboratory Science	Instructional Supplies	Health Occupational	754.53
White, Peggy	Education Fund	Clinical Laboratory Science	Conference/Meeting Expense	Health Occupational	521.53
CGH Home Health Center	Education Fund	Associate Degree Nursing	Instructional Supplies	Health Occupational	200.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Education Fund	Licensed Practical Nursing	Instructional Supplies	Health Occupational	335.00
					-----
					535.00
School Health Corporation	Education Fund	Associate Degree Nursing	Instructional Supplies	Health Occupational	268.78
Cunningham, Pamela S.	Education Fund	Licensed Practical Nursing	Conference/Meeting Expense	Health Occupational	47.74
Diagnostic Imaging Inc	Education Fund	Radiologic Technology	Maintenance Services	Health Occupational	60.00
Shippert, Stanley	Education Fund	Radiologic Technology	Conference/Meeting Expense	Health Occupational	345.34
ABC-CLIO Inc	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	38.52
Baker & Taylor	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	79.10
Baker & Taylor	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	132.00
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	45.90
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	79.06
	-----				256.96
Clearfield Company	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	26.00
Crystal Productions	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	733.95
Film for the Humanities & Scie	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	274.66
Genealogical Publishing Co	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	201.54
Institute for Research	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	126.80
John Wiley & Sons, Inc	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	29.97
R. R. Bowker	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	294.79
	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	188.05
	-----				482.84
SF Communications	Education Fund	Learning Resource Center	Books and Binding Costs	Library Center	138.90
American Association for State	Education Fund	Learning Resource Center	Publications and Dues	Library Center	75.00
Ashe-Eric Higher Education Rep	Education Fund	Learning Resource Center	Publications and Dues	Library Center	144.00
Northern Illinois Library Syst	Education Fund	Learning Resource Center	Other Materials and Supplies	Library Center	255.00
Thomas, Robert	Education Fund	Learning Resource Center	Conference/Meeting Expense	Library Center	176.73

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Thomas, Robert	Education Fund	Learning Resource Center	Conference/Meeting Expense	Library Center	15.50
Thomas, Robert	Education Fund	Learning Resource Center	Conference/Meeting Expense	Library Center	62.20
Pfeifer, Alan	Education Fund	Computing & Instruct Tech	Conference/Meeting Expense	Academic Computing Support	30.00
	Education Fund	Computing & Instruct Tech	Conference/Meeting Expense	Academic Computing Support	105.09
					-----
					135.09
Radio Shack	Education Fund	Instructional Technology Center	Inatructional Technology Materia	Instructional Materials Center	116.85
Hewlett-Packard	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	1,234.84
	Education Fund	Administrative Data Processing	Maintenance Services	Administrative Data Processing	1,079.01
					-----
					2,313.85
Global Computer Supplies	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	278.22
	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	238.60
	Liability, Protection & Settleme	Risk Management	Office Supplies	General Institutional	290.42
					-----
					807.24
O'Reilly Software	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	69.00
Willamette Industries Inc	Education Fund	Administrative Data Processing	Office Supplies	Administrative Data Processing	1,508.80
Higher Education Information	Education Fund	Administrative Data Processing	Publications and Dues	Administrative Data Processing	105.00
Masengarb, Lisa	Education Fund	Administrative Data Processing	Conference/Meeting Expense	Administrative Data Processing	21.00
American Association of Univer	Education Fund	VP- Student Services	Publications and Dues	Executive Management	40.00
Kerber, Joan E.	Education Fund	VP- Student Services	Conference/Meeting Expense	Executive Management	10.12
	Transportation	Transportation	Vehicle Supplies	Student Organizations	21.24
					-----
					31.36
Dykstra, Janelle M.	Education Fund	Commencement	Consultants	Other	21.00
Helms, Lezley M.	Education Fund	Commencement	Consultants	Other	21.00
Straw, Nicholas M.	Education Fund	Commencement	Consultants	Other	21.00
Josten's Inc	Education Fund	Commencement	Other Supplies	Other	240.09
	Education Fund	Commencement	Other Supplies	Other	3.90
	Education Fund	Commencement	Other Supplies	Other	1,432.05
					-----
					1,676.04

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Rock River Printers	Education Fund	Commencement	Other Supplies	Other	2,190.00
E R Moore Company	Education Fund	Student Recruitment	Other Supplies	Other	126.00
Sauk Valley Cleaners	Education Fund	Student Recruitment	Other Supplies	Other	241.00
Formstart Inc	Education Fund	Admissions, Records & Placement	Office Supplies	Admissions & Records	265.55
LRP Publications	Education Fund	Admissions, Records & Placement	Publications and Dues	Admissions & Records	97.50
National Computer Systems, Inc	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	30.11
Monnier, Jason A.	Education Fund	Financial Aid & Veterans Affairs	Office Supplies	Financial Aid Administration	33.98
National Assoc of Student Fina	Education Fund	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Administration	90.00
Sunny Travel Center	Education Fund	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Administration	394.00
Myhre, Janet	Education Fund	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Financial Aid Administration	66.70
Kiplinger Tax Letter	Education Fund	VP- Administrative Services	Publications and Dues	Executive Management	59.00
Frederick, James E.	Education Fund	VP- Administrative Services	Conference/Meeting Expense	Executive Management	53.36
Weight Watchers	Education Fund	Education Fund	Resident Tuition	Fiscal Operations	614.10
	Education Fund	Education Fund	Course Fees	Fiscal Operations	652.50
	Operation and Maintenance Fund	Operations & Maintenance	Resident Tuition	Other	75.90
					----- 1,342.50
Weight Watchers	Education Fund	Education Fund	Resident Tuition	Fiscal Operations	40.94
	Education Fund	Education Fund	Course Fees	Fiscal Operations	43.50
	Operation and Maintenance Fund	Operations & Maintenance	Resident Tuition	Other	5.06
					----- 89.50
Federal Express Corp	Education Fund	Other Institutional	Postage	General Institutional	15.75
United Parcel Service	Education Fund	Other Institutional	Postage	General Institutional	97.21
US Postmaster	Education Fund	Other Institutional	Postage	General Institutional	3,000.00
NAEIR	Education Fund	Other Institutional	Publications and Dues	General Institutional	49.50
	Education Fund	Other Institutional	Publications and Dues	General Institutional	99.00
					----- 148.50
Kerber, Joan E.	Education Fund	Other Institutional	Recruitment	General Institutional	14.61

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Best Western Brandywine Lodge	Education Fund	Other Institutional	Recruitment	General Institutional	58.86
	Education Fund	Other Institutional	Recruitment	General Institutional	53.41
	Education Fund	Other Institutional	Recruitment	General Institutional	58.35
	Education Fund	Other Institutional	Recruitment	General Institutional	8.75
					-----
					179.37
Chronicle of Higher Education	Education Fund	Other Institutional	Recruitment	General Institutional	298.80
Daily Chronicle	Education Fund	Other Institutional	Recruitment	General Institutional	155.84
Quad-City Times	Education Fund	Other Institutional	Recruitment	General Institutional	271.14
	Education Fund	Other Institutional	Recruitment	General Institutional	272.71
					-----
					543.85
AT&T Credit Corporation	Education Fund	Other Institutional	Debt Principal Retirement	General Institutional	2,846.90
	Education Fund	Other Institutional	Interest	General Institutional	298.31
					-----
					3,145.21
AT&T Credit Corporation	Education Fund	Other Institutional	Debt Principal Retirement	General Institutional	1,139.56
	Education Fund	Other Institutional	Interest	General Institutional	145.01
	Building Bond Proceeds Fund	Building Bond Proceeds	Debt Principal Retirement	Fiscal Operations	2,607.92
	Building Bond Proceeds Fund	Building Bond Proceeds	Interest	Fiscal Operations	331.73
					-----
					4,224.22
Monarch Industrial Inc	Education Fund	Other Institutional	Instructional Computer Equipment	General Institutional	1,078.00
Corporate Office City	Education Fund	Business Office	Office Supplies	Fiscal Operations	150.60
	Education Fund	Business Office	Office Supplies	Fiscal Operations	32.12
	Education Fund	Business Office	Office Supplies	Fiscal Operations	1.99
					-----
					184.71
Secure-A-Check, Inc	Education Fund	Business Office	Office Supplies	Fiscal Operations	1,361.19
Kerber, Joan E.	Education Fund	Business Office	Other Materials and Supplies	Fiscal Operations	23.32
PHI THETA KAPPA Society	Education Fund	Phi Theta Kappa	Office Supplies	Social & Cultural Development	244.75
Admiral Valve Co	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	771.00
American Time & Signal Co	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	268.09
Aurora Window Cleaning Co	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	2,730.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Daily Analytical Laboratories	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	74.00
ECOLAB	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	169.00
Montgomery Kone Inc	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	607.59
Preston Trucking	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	47.60
	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	67.47
					-----
					115.07
Radio Ranch Inc	Operation and Maintenance Fund	maint	Maintenance Services	Maintenance	297.00
Polaroid Corporation	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	5.60
ALL Equipment	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	289.83
C-B Kramer Sales & Service	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	787.89
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	-327.93
					-----
					459.96
Cochrane Compressor Co	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	400.00
Crescent Electric Supply Co	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	450.00
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	294.00
					-----
					744.00
Durband Communications	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	1,052.40
Grainger	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	48.03
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	26.98
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	289.00
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	798.60
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	16.93
	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	248.88
	Operation and Maintenance Fund	Building and Grounds Administrat	building Remodeling	Administration	219.27
	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	36.40
	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	41.15
	Liability, Protection & Settleme	Safety & Security	Other Supplies	Campus Security	59.73
					-----
					1,784.97
Lawson Products	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	72.94
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	81.83
					-----
					154.77

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Maintenance Products, Inc	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	28.39
McMaster Carr Supply Company	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	63.45
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	130.26
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	66.38
					----- 260.09
Menards	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	26.34
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	22.95
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	13.95
	Student Activities	Drama	Other Materials and Supplies	Student Organizations	146.73
					----- 209.97
Sexauer Inc	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	2.64
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	103.95
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	471.92
	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	55.28
					----- 633.79
U S Filter Corporation	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	128.07
United Electric	Operation and Maintenance Fund	maint	Maintenance Supplies	Maintenance	89.53
Morgan Services Inc.	Operation and Maintenance Fund	custodial	Maintenance Services	Custodial	93.69
	Operation and Maintenance Fund	custodial	Maintenance Services	Custodial	103.04
	Operation and Maintenance Fund	custodial	Maintenance Services	Custodial	103.04
					----- 299.77
CCP Industries, Inc	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	156.07
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	130.00
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	152.07
					----- 438.14
Kmart	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	41.78
Power-Flite	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	67.93
Total Line Supply Company	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	441.25
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	-38.80
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	36.75
					----- 439.20

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Vonachen Industrial Supplies	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	2.07
	Operation and Maintenance Fund	custodial	Maintenance Supplies	Custodial	712.13
					-----
					714.20
Anne's	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	10.17
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	12.74
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	147.11
					-----
					170.02
Dixon Tire Center	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	20.50
Mezo's Repair & Outdoor Equipm	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	3.00
Napa Auto Parts	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	14.00
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	-25.70
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	138.67
	Operation and Maintenance Fund	Grounds	Vehicle Supplies	Grounds	59.69
	Operation and Maintenance Fund	Grounds	Vehicle Supplies	Grounds	74.39
					-----
					261.05
Polo Equipment Company	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	19.43
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	19.33
					-----
					38.76
Wisconsin Turf Equipment Corpo	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	19.68
	Operation and Maintenance Fund	Grounds	Maintenance Supplies	Grounds	39.20
					-----
					58.88
Columbia Energy Services	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	4,166.41
Nicor Gas	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	18.67
Nicor Gas	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	13.36
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	36.26
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	100.95
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	69.19
	Operation and Maintenance Fund	Utilities	Gas	Plant Utilities	1,356.55
					-----
					1,576.31
Commonwealth Edison	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	9,332.88
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	19.13
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	36.07

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
	Operation and Maintenance Fund	Utilities	Electricity	Plant Utilities	13.33
					-----
					9,401.41
Cox, Terry J.	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	73.15
AT & T	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	1,569.78
Gallatin River Communications	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	3,527.46
	Liability, Protection & Settlement	Risk Management	Maintenance Services	General Institutional	89.31
					-----
					3,616.77
GTE Wireless	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	55.08
United States Cellular	Operation and Maintenance Fund	Utilities	Telephone	Plant Utilities	43.73
Browning-Ferris Industries	Operation and Maintenance Fund	Utilities	Refuse Disposal	Plant Utilities	53.39
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
Myron L Company	Operation and Maintenance Fund	Building and Grounds Administrat	Service Equipment	Administration	697.37
Clark Engineers MW Inc	Operation & Maintenance Fund(Res	Operations & Maintenance- Restri	building Remodeling	General Institutional	2,800.00
	Operation & Maintenance Fund(Res	Operations & Maintenance- Restri	building Remodeling	General Institutional	2,420.00
					-----
					5,220.00
Gage Consulting Engineers	Operation & Maintenance Fund(Res	Operations & Maintenance- Restri	building Remodeling	General Institutional	8,704.00
John A Loos Sons Inc	Operation & Maintenance Fund(Res	Operations & Maintenance- Restri	building Remodeling	General Institutional	53,469.00
Illinois Manufactures Associat	Corporate Services	Corporate Services Admin.	Publications and Dues	Other	325.00
Dixon Area Chamber of Commerce	Corporate Services	Corporate Services Admin.	Conference/Meeting Expense	Other	10.00
Xerox Corporation	Xerox	Xerox Copier	Maintenance Services	Other	927.16
	Xerox	Xerox Copier	Maintenance Services	Other	806.68
					-----
					1,733.84
Xerox Corporation	Xerox	Xerox Copier	Interest	Other	23.24
	Xerox	Xerox Copier	Interest	Other	6.60
	Xerox		Other Noncurrent Obligations		570.87
	Xerox		Other Noncurrent Obligations		143.66
					-----
					744.37

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
AM Multigraphics	Printshop	Printshop	Purchases for Resale	Other	276.23
	Printshop	Printshop	Purchases for Resale	Other	86.40
					-----
					362.63
Midland Paper	Printshop	Printshop	Purchases for Resale	Other	829.50
Collins, Rae L.	Child Care Center	Child Care Center	Other Sales & Service	Child Care Center	210.00
Drane, Paula	Child Care Center	Child Care Center	Other Supplies	Child Care Center	6.25
Chattic, A C.	Student Activities	Men's Tennis	Instructional Supplies	Student Organizations	908.48
Chattic, A C.	Student Activities	Men's Tennis	Other Conference & Meeting	Student Organizations	439.02
Waubonsee Community College	Student Activities	General Athletics	Other Materials and Supplies	Student Organizations	125.00
Frederick, Lesley J.	Student Activities	Student Activities	Other Conference & Meeting	Student Organizations	122.76
Balfantz, Gary	Student Activities	Drama	Other Materials and Supplies	Student Organizations	404.47
Sterling Ford-Lincoln-Mercury	Student Special Projects	Student Special Projects	Other Capital Outlay	Other	9,000.00
	Transportation	Transportation	Vehicle Supplies	Student Organizations	3,845.00
	Booster Club	Booster Club	Other	Other	1,000.00
					-----
					13,845.00
Don Mullery's World of Cars	Transportation	Transportation	Maintenance Services	Student Organizations	25.24
	Transportation	Transportation	Maintenance Services	Student Organizations	25.24
	Transportation	Transportation	Maintenance Services	Student Organizations	25.24
					-----
					75.72
Shell Oil Company	Transportation	Transportation	Vehicle Supplies	Student Organizations	161.24
Amoco Oil Company	Transportation	Transportation	Vehicle Supplies	Student Organizations	156.82
Professional Benefit Administr	Medical Insurance Fund	Medical Insurance	Individual Stop Loss	Other	4,030.87
	Medical Insurance Fund	Medical Insurance	Dependent Stop Loss	Other	2,681.48
	Medical Insurance Fund	Medical Insurance	Precertification	Other	362.00
	Medical Insurance Fund	Medical Insurance	Administrative	Other	2,443.50
	Medical Insurance Fund	Medical Insurance	Life & AD&D	Other	1,648.95
					-----
					11,166.80
Health Alliance	Medical Insurance Fund	Medical Insurance	Administrative	Other	1,000.00
Nunez, Steve C.	Phi Theta Kappa	Phi Theta Kappa Club	Other	Other	122.21

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Thomas, Robert	Library Services	Library Services	Other	Library Center	71.55
Lindgren Callihan Van Osdol &	Audit Fund	Audit	Audit Services	Fiscal Operations	925.00
	Audit Fund	Audit	Audit Services	Fiscal Operations	1,200.00
					-----
					2,125.00
Branson Electric Co	Liability, Protection & Settleme Safety & Security	Maintenance Services	Campus Security		265.00
Environmental Protection Agenc	Liability, Protection & Settleme Safety & Security	Maintenance Services	Campus Security		100.00
Simplex	Liability, Protection & Settleme Safety & Security	Maintenance Services	Campus Security		576.75
Stewart Security	Liability, Protection & Settleme Safety & Security	Other Contractual Services	Campus Security		840.00
	Liability, Protection & Settleme Safety & Security	Other Contractual Services	Campus Security		840.00
	Liability, Protection & Settleme Safety & Security	Other Contractual Services	Campus Security		1,265.25
					-----
					2,945.25
Access Control Solutions	Liability, Protection & Settleme Safety & Security	Other Supplies	Campus Security		163.04
					BANK ACCOUNT TOTAL: 350,473.69

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Education Fund		IPTIP Certificates			137,051.00
Special Populations Grant		I/F Payable			2,119.88
WorkForce Prep- Bus Ind Grant		I/F Payable			6,266.49
WorkForce Prep- Career Services		I/F Payable			2,166.72
Retirees Health Insurance Grant		I/F Payable			7,884.28
SBDC Grant		I/F Payable			3,948.52
Vital Grant		I/F Payable			9,751.11
Voc Ed Tech Prep		I/F Payable			3,558.13
Dept of Veteran's Affairs		I/F Payable			1,789.40
ISAC		I/F Payable			163,951.00
Student Support Services		I/F Payable			5,003.93
College Workstudy Program		I/F Payable			17,416.70
SEOG		I/F Payable			5,328.28
Pell Grant		I/F Payable			16,055.35
EA Grant		I/F Payable			484.14
GG Grant		I/F Payable			4,025.67
GR Grant		I/F Payable			2,605.51
VV Grant		I/F Payable			3,905.15
Performance Grant		I/F Payable			2,903.03
NAFSA		I/F Payable			29,656.32
					-----
					425,870.61
Clodfelter, Pamela J.	WorkForce Prep- Career Services	WFP- Career Services	Office Supplies	Counseling & Career Guidance	9.05
Distance Degrees, Inc	WorkForce Prep- Career Services	WFP- Career Services	Office Supplies	Counseling & Career Guidance	27.90
CAPT, Inc	WorkForce Prep- Career Services	WFP- Career Services	Conference/Meeting Expense	Counseling & Career Guidance	675.00
Ameritech	Technology Support Grant	Adv Tech- Technology Support Gra	Telecommunications	Technical Occupational	246.11
Gallatin River Communications	Technology Support Grant	Adv Tech- Technology Support Gra	Telecommunications	Technical Occupational	276.00
	SBDC Grant	SBDC Grant	Telephone	Other	83.36
					-----
					359.36
GTE Wireless	Technology Support Grant	Adv Tech- Technology Support Gra	Telecommunications	Technical Occupational	15.43
University of Illinois	ICCB Tech Skill Enhancement Gran	ICCB Tech Skills Enhancement Gra	Consultants	Administrative Support Services	300.00
Clevenger, Walter	ICCB Tech Skill Enhancement Gran	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Administrative Support Services	139.37
Pfeifer, Alan	ICCB Tech Skill Enhancement Gran	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Administrative Support Services	26.00
Shelley, Chris	ICCB Tech Skill Enhancement Gran	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Administrative Support Services	26.00
Institute for Global Ethics	ICCB Leadership & Core Values Gr	ICCB Leadership & Core Values Gr	Other Revenues	General Institutional	1,085.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Institute for Global Ethics	ICCB Leadership & Core Values Gr	ICCB Leadership & Core Values Gr	Conference/Meeting Expense	General Institutional	51.50
State Universities Retirement	SBDC Grant	SBDC Grant	Allocated Employee Benefits	Other	91.01
	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	379.40
	Perkins IIC	Perkins IIc	Allocated Employee Benefits	Technical Occupational	110.85
					581.26
State Universities Retirement	SBDC Grant	SBDC Grant	Allocated Employee Benefits	Other	91.01
	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	379.40
	Perkins IIC	Perkins IIc	Allocated Employee Benefits	Technical Occupational	110.85
					581.26
SPRINT	SBDC Grant	SBDC Grant	Telephone	Other	15.98
Landherr, Mary E.	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Mathey, Barbara	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Hurd, Mary Ann	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Luker, Neal	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Mahar, Sandra L	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Wilkin, Richard	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Hammack, Jim	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Hutchins, Diane	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Business Occupational	200.00
Hall, Zollie W.	Voc Ed Tech Prep	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Business Occupational	22.32
State Universities Retirement	Student Support Services	Student Support Services Grant	Allocated Employee Benefits	Counseling & Career Guidance	128.36
Dalton, Belinda A.	Student Support Services	Student Support Services Grant	Office Supplies	Counseling & Career Guidance	68.02
	Student Support Services	Student Support Services Grant	Office Supplies	Counseling & Career Guidance	50.31
					118.33
AHEAD Conference Registration	Student Support Services	Student Support Services Grant	Conference/Meeting Expense	Counseling & Career Guidance	1,365.00
Sunny Travel Center	Student Support Services	Student Support Services Grant	Conference/Meeting Expense	Counseling & Career Guidance	376.00
Sunny Travel Center	Student Support Services	Student Support Services Grant	Conference/Meeting Expense	Counseling & Career Guidance	244.70
Chicago White Sox.	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	679.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	PROGRAM	CHECK AMOUNT
Dixon-Meyers Bus Transportatio	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	420.00
Funston, Terry L.	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	20.93
Chicago White Sox	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	325.00
Dixon-Meyers Bus Transportatio	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	210.00
Flowers Etc	Student Support Services	Student Support Services Grant	Other Conference & Meeting	Counseling & Career Guidance	65.00
Sterling High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	4,254.90
Whiteside Area Vocational Cent	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	306.63
Morrison High School	Perkins Title IIIE Tech Prep	Perkins IIIE Tech Prep	Other	Technical Occupational	720.26
Illinois State Board of Educat	EA Grant	ISBE Adult Education- EA	Adult Education	Adult Basic & Adult Secondary Ed	758.00
Steck-Vaughn Company	Performance Grant	ISBE Adult Ed- Performance Grant	Instructional Supplies	Adult Basic & Adult Secondary Ed	784.00
Heinle & Heinle Publishers	Performance Grant	ISBE Adult Ed- Performance Grant	Instructional Supplies	Adult Basic & Adult Secondary Ed	616.07

BANK ACCOUNT TOTAL: 443,024.33

ALL ACCOUNTS TOTAL: 793,498.02

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
05/04/99	C/D	CHK6767	LOGIN BROS BOOK 548.04 Paperback Purchases 111.00 Cash in Bank	265.12	265.12
05/04/99	C/D	CHK6768	SANDCARVERS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	37.50 5.46	42.96
05/04/99	C/D	CHK6769	C2F 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	164.04 4.92	168.96
05/04/99	C/D	CHK6770	DM MERCHANDISING 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	153.00 3.62	156.62
05/04/99	C/D	CHK6771	NATL ASSOC COLLEGE STORE 546.00 Publications & Dues 111.00 Cash in Bank	390.00	390.00
05/04/99	C/D	CHK6772	NEBRASKA BOOK 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	16.58 3.46	20.04
05/04/99	C/D	CHK6773	UNIFORM ACCESORIES 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	921.05 34.39	955.44
05/04/99	C/D	CHK6773	CORRECTION 548.02 Supply Purchases 549.02 Supply Transportation 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation	921.05 34.39 921.05 34.39	921.05 34.39
05/04/99	C/D	CHK6774	AMER TECH 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	119.85 3.72	123.57
05/04/99	C/D	CHK6775	COLLEGE HOUSE 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	492.00 16.51	508.51
05/04/99	C/D	CHK6776	MCGRAW HILL 548.01 Textbook Purchases 111.00 Cash in Bank	42.29	42.29

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credit
05/04/99	C/D	CHK6777	ITP EDUCATION 548.01 Textbook Purchases 111.00 Cash in Bank	25.00	25.
05/04/99	C/D	CHK6778	LAKESHIRTS INC 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	606.00 14.08	620.
05/04/99	C/D	CHK6779	NASCORP 548.21 Computer Software Purchases 111.00 Cash in Bank	227.73	227.
05/04/99	C/D	CHK6780	SBM 540.00 General Materials & Supplies 111.00 Cash in Bank	419.40	419.
05/07/99	C/D	CHK6781	SVCC Bookstore-Buy back 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	41,000.00	41,000.
05/07/99	C/D	CHK6782	SVCC Bookstore-Buy back 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	9,000.00	9,000.
05/17/99	C/D	CHK6784	ILL DEPART OF REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	375.00	375.
05/20/99	C/D	CHK6785	BAR CHARTS INC 548.02 Supply Purchases 111.00 Cash in Bank	154.22	154.
05/24/99	C/D	CHK6785	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	297.28	297.
05/24/99	C/D	CHK6785	RPS VOID 111.00 Cash in Bank 549.01 Textbook Transportation	297.28	297.
05/12/99	C/D	CHK6786	IBM CORP 530.00 Contractual Services 111.00 Cash in Bank	226.51	226.
05/20/99	C/D	CHK6786	HARCOURT BRACE 548.04 Paperback Purchases 548.01 Textbook Purchases 111.00 Cash in Bank	358.16	264. 94.
05/24/99	C/D	CHK6786	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	297.28	297.

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
05/24/99	C/D	CHK6786	RPS VOID 549.01 Textbook Transportation 111.00 Cash in Bank	297.28	
05/20/99	C/D	CHK6787	ITP EDUCATION 548.01 Textbook Purchases 548.01 Textbook Purchases 111.00 Cash in Bank	6,001.08	5,161.50 839.58
05/20/99	C/D	CHK6788	CONSOLIDATED MGT 548.32 Meal Ticket 548.03 Miscellaneous Purchases 111.00 Cash in Bank	140.00 35.00 175.00	
05/20/99	C/D	CHK6789	LAKESHIRTSS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	246.00 6.59 252.59	
05/20/99	C/D	CHK6790	MACMILLAN COMPUTER PUB 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	26.99 4.44 31.43	
05/20/99	C/D	CHK6791	MCGRAW HILL 548.01 Textbook Purchases 548.01 Textbook Purchases 111.00 Cash in Bank	3,475.45	3,195.45 280.00
05/20/99	C/D	CHK6792	MOSBY YEARBOOK 548.01 Textbook Purchases 548.04 Paperback Purchases 549.01 Textbook Transportation 548.01 Textbook Purchases 111.00 Cash in Bank	472.00 429.78 10.45 218.37 693.86	
05/20/99	C/D	CHK6793	DOUGLAS STEWART 548.02 Supply Purchases 111.00 Cash in Bank	55.28	55.28
05/20/99	C/D	CHK6794	PRENTICE HALL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	330.00 5.65 335.65	
05/20/99	C/D	CHK6795	NTC CONTEMP PUB GROUP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	48.76 5.00 53.76	
05/24/99	C/D	CHK6796	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	297.28	297.28

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credit	
05/06/99	C/D	CHK67676	LOGIN BROS 548.04 Paperback Purchases 111.00 Cash in Bank	265.12	265.	
05/06/99	C/D	CHK67676	LOGIN VOID 111.00 Cash in Bank 548.04 Paperback Purchases	265.12	265.	
05/04/99	C/D	CHK67677	SANDCARVERS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	37.50 5.46 42.		
05/06/99	C/D	CHK67677	SANDCARVERS VOID 111.00 Cash in Bank 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation	42.96 37. 5.		
***** Report Total					67,263.92	67,263.