

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

**August 23, 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**

<b>4. Payrolls</b>	<b>July 29, 1999</b>	<b>\$171,708.78</b>
	<b>August 15, 1999</b>	<b>\$130,084.86</b>

**5. Budget Report**

**6. Health/Life Insurance Report**

**E. President's Report**

**1. Monthly Policy Reviews - 419.01**

**2. Enrollment**

**3. Fall Orientation**

**4. Position Updates**

**5. Legislators Meeting**

**6. NCA Team Chair**

**F. Financial Reports and Actions**

**None**

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

## **H. Personnel**

- 1. Faculty Appointment - CAD**
- 2. Faculty Early Retirement Request**
- 3. Part-time Instructors**
- 4. President's Contract**

## **I. Other**

**None**

## **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**

**September 27, 1999**

**October 25, 1999**

**November 22, 1999**

**December 20, 1999**

### **ICCTA Monthly Meetings**

**September 17 and 18, 1999**  
**Holiday Inn, Rochelle**

**Nothing Scheduled**

**November 13, 1999 - Allerton**  
**Crown Plaza Hotel, Chicago**

**Nothing Scheduled**

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

**August 23, 1999**

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on August 23, 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	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  
Director of College Relations Cal Lyons  
Secretary to the Board Marilyn Vinson

**Communication from Visitors:** Chair Groharing recognized Pennie Von Bergen Wessels who questioned the Board on the College Tort Fund.

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

**President's Report:** President Behrendt reported that the blacktopping of the campus roadway had been completed in time for classes, that the official opening of the Illinois Virtual Campus would be held in Chicago at 8:30 a.m. on August 24, that official summer enrollment figures indicated that enrollment was up 4.22% in credit hours and to date fall enrollment is 3.2% above last year's figures, that fall in-service for all staff was held on Friday, that one faculty position and one Dean's position were the only two left to fill, that the College had invited area legislators to an on-campus meeting to discuss the capital needs of the College, and that he has been appointed Chair for a North Central visitation.

Closed Session: At 7:15 p.m. the Board adjourned to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

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

Faculty Appointment - CAD: It was moved by Member Yemm and seconded by Member Wolf that the Board approve the appointment of William Fountain as Assistant Professor (Step 7) of Technology (CAD) at a 10-month salary of \$33,297, effective August 20, 1999. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Faculty Early Retirement: It was moved by Member Wolf and seconded by Member Straw that the Board approve with regret the early retirement request of Professor Dale Heuck, effective June 5, 2001. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

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

President's Contract: It was moved by Member Jensen and seconded by Member Simpson that the Board adopt the attached resolution giving President Behrendt a five-year contract effective July 1, 1999. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Reports: Student Trustee Straw reported on the I-Lead Academy that he and four student government officers had attended in Bloomington, and that the student government had held their first meeting and were working on possible changes in their constitution.

ICCTA Representative Thompson reported on the ICCTA September meeting which will include a program for new trustees and the ACCT Annual Convention to be held in Atlanta October 13<sup>th</sup> through the 16<sup>th</sup>.

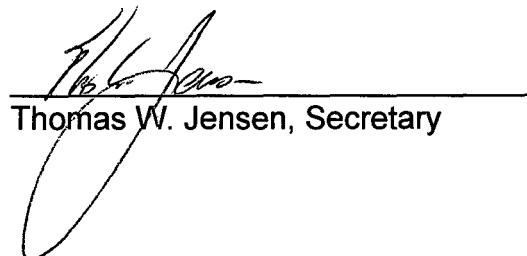
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August 23, 1999

Foundation Liaison Yemm reported that the Foundation would meet on August 24, 1999 at 7:30 a.m.

Adjournment: Since the scheduled business was completed, it was moved by Member Andersen and seconded by Member Wolf that the Board adjourn. The next regular meeting of the Board will be September 27, 1999 at 7 p.m. in the third floor Board Room. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

The Board adjourned at 8:10 p.m.

Respectfully submitted:

  
Thomas W. Jensen, Secretary

419.01 Fringe Benefits

A. Group Health Plan Coverage and Life Insurance - details of hospitalization/major medical and life insurance for all full-time faculty members may be found in the Faculty Contract.

The College shall make available group health plan coverage and life insurance coverage for all full-time employees and their eligible dependents. Such coverages may be through third party carriers, offered on a self-insured basis by the College, or other health care options, at the discretion of the Board. The types and extent of coverage shall be determined by the Board from time to time. The Board shall determine that portion of premium or other cost which will be paid by the College. To the extent the cost is not paid by the College, the employee shall pay the balance of the cost attributable to coverage for that employee and to any dependent coverage taken by the employee. Such costs shall be deducted, pro-rata, from the employee's pay unless otherwise authorized by the employee. In the event of termination of employment of the employee prior to the time that the employee has paid the necessary portion of the coverage cost, any balance shall be deducted from the final pay of the employee.

B. Group Health Plan Coverage for Retired Employees - Retirees may continue their eligibility in the group health plan until June 30, 1999, if the retiree qualifies for retirement under SURS and has five (5) or more years of service at Sauk Valley Community College. A retiree must request participation at least 30 days before the effective date of retirement. A retiree, and eligible dependents, must have been covered under the group health plan immediately prior to retirement. Retirees will not be eligible for continued coverage under the group health plan if the retired person is eligible for coverage under any other group health program because of his or her employment after retirement from the College. Once a retired employee goes off the group health plan, he or she may not be reinstated to the group health plan. The retiree's continuing eligibility is contingent upon payment of the entire premium or other cost to the College on a timely basis. The Retiree's coverage costs are set at the established Medicare rate. Upon reaching 65 years of age the College's group health plan becomes secondary to Medicare.

Effective July 1, 1999, all former and current full-time employees who are fully vested in SURS shall be enrolled in the state's health insurance plan established for community college

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

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

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

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

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

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

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

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

Reimbursement may be used for graduate or undergraduate credit, for workshops, seminars, or symposiums as equated by the appropriate Vice President/President. Reimbursement shall be made upon the presentation of the receipt from the institution where the staff member was enrolled to the Vice President of Administrative Services and must be approved by the appropriate Vice President/President approving such reimbursement and upon completion of the course and receipt of the transcript.

G. Retirement Program - SURS provides retirement, disability, death, and survivors benefits to all eligible participants. Generally, SURS covers all employees, including part-time employees, that work for the College for at least one continuous academic term.

Details concerning retirement allowances, disability benefits, reciprocity and refunds allowances, are contained in the SURS handbook which is issued to every member at the beginning of his/her employment.

H. Vacations - details of annual vacation for the 12-month counselors and librarians may be found in the Faculty Contract.

Support and professional/technical staff, and administrators will earn annual vacation at the following rates per month:

#### SUPPORT STAFF

First and second years of employment	1.000 days
Third and fourth years of employment	1.083 days
Fifth and sixth years of employment	1.250 days
Seventh and eighth years of employment	1.330 days
Ninth and tenth years of employment	1.420 days
Eleventh and twelfth years of employment	1.500 days
Thirteenth and fourteenth years of employment	1.580 days
Fifteenth and all subsequent years of employment	1.670 days

PROFESSIONAL TECHNICAL STAFF

First and second years of employment	1.170 days
Third and fourth years of employment	1.250 days
Fifth and sixth years of employment	1.420 days
Seventh and eighth years of employment	1.500 days
Ninth and tenth years of employment	1.580 days
Eleventh and twelfth years of employment	1.670 days
Thirteenth and fourteenth years of employment	1.750 days
Fifteenth and all subsequent years of employment	1.830 days

ADMINISTRATORS

Administrators will earn annual vacation at the rate of two days per month.

The above rates are effective with the first day of the first full month of employment. All vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal years during which the vacation time will have accrued or any excess accumulation shall be lost. It is the policy of the College to encourage employees to use vacation days rather than allow them to accumulate.

IT IS INTENDED THAT NO VACATION TIME WILL BE USED BEFORE BEING EARNED. However, should any employee seek to take vacation in advance of or for greater extent than earned, it may be allowed only with the prior written approval of a supervisor or a Vice President. Should their employment with the College be later severed before all used vacation days have become earned, any excess vacation days taken will be deducted from their final salary payment. Earned, but unused vacation upon separation from employment will be paid to the employee at the pay rate in effect at the time of separation.

Regular part-time employees that have a date of hire of 09/01/92 or earlier will earn comparable vacation time on a pro-rata basis. This pro-ration will be earned at the same ratio as their regular employment bears to a comparable full-time work schedule. Employees working less than full-time and hired after 09/01/92 will not be authorized vacation time.

I. Sick Leave - details of sick leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/ technical staff shall accrue sick leave at the rate of 17 days the first year and 12 days per year thereafter. (Ten-month employees will have prorated sick leave--15 days the first year and 10 days thereafter.) Employees working less than full-time will not be authorized sick time.

Sick leave may be accumulated without limit. Sick leave shall be credited to each employee at the beginning of each fiscal year so that the accumulated unused sick leave from prior periods plus the credit for the current year, will be the total amount of sick leave benefits available to that employee through the end of the fiscal year (June 30th). This procedure has the effect of crediting the employee with a sick leave advance which must be repaid to the College through full-time employment during the fiscal year.

It is intended that no sick time will be used before being earned. However, in extraordinary circumstances, sick leave in advance of being earned or for a greater extent than earned may be allowed as provided in this paragraph on the prior written request of the employee's supervisor, and the prior written approval of the President. Additional sick leave may be granted in the sole discretion of the President, and will only be available to the extent of sick leave to which the employee would be entitled and credited at the beginning of the next fiscal year. In exercising his or her discretion, the President shall consider the likelihood of the employee's return to full-time employment, the probable date for return, and the best interests of the College. Should employment terminate after an employee has used unearned sick leave in advance, the unearned portion of the sick leave used will be considered as a debt to be repaid to the College by deduction from the final salary payment at the pay rate in effect at the time of separation. An employee will not be paid for unused sick leave when termination or resignation from the College occurs.

An employee who must be absent from duty because of illness shall notify his/her supervisor at the earliest possible time. Every day of absence for sickness should be indicated on the employee's time sheet. Any absence for reasons which qualify under the Family and Medical Leave Act must be counted towards the 12 workweeks of leave allowed under that policy.

Eligible employees are entitled to take sick leave as a result of personal illness or injury, serious health condition or death in the immediate family or household, or exposure to a contagious disease. Conditions relating to pregnancy shall be treated as any other serious health condition.

As a condition to such sick leave, the staff member may be required to furnish a written statement from the member's physician describing the condition of the ill-being and physical reasons for the staff member's inability to work. In the event of sick leave taken because of a sickness of a member of the employee's immediate family, as a condition to sick leave, the staff member may be required to furnish a statement from the treating physician describing the condition of the ill-being and physical reasons for the necessity for the staff member to be with the family member.

In its discretion, and at its own expense, the College may require a second independent physical examination, and in the event the staff member is found physically able to return to work and fails or refuses to do so, his/her employment shall be terminated.

J. Personal Leave - details of personal leave for all full-time faculty members may be found in the Faculty Contract.

All full-time administrators, support, and professional/technical staff shall accrue two personal leave days annually that may be taken for personal reasons. In addition, a third personal leave day may be taken annually, and if taken, will be charged against the sick leave credit of the individual. Any unused personal leave time remaining at the end of the fiscal year will automatically roll over into the accumulated sick leave account of the individual.

Staff members shall make reasonable effort to provide adequate notice to their supervisors when they are to be on a personal leave of absence.

K. Family and Medical Leave of Absence Policy - The College will grant Family and Medical Leave of absence for eligible employees for up to 12 weeks per year (defined as a 52 consecutive week period).

1. Employees are entitled to take leave for the purposes stated below:

a. upon birth of an employee's child and in order to care for the child within the first 12-months after birth;

- b. upon the placement of a child with the employee for adoption or foster care within the first 12-months after placement;
      - c. in order to care for a spouse, child or parent of the employee who suffers from a serious health condition ("child" is defined as a son or daughter either under 18 years of age, or 18 years of age or older but incapable of self-care. "serious health condition" is an illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider); or
      - d. because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

2. Eligibility for absence under the Family and Medical Leave Act - To be eligible for a leave of absence under this policy, an employee must have been employed by the College for at least 12 months (not required to be consecutive) and must have worked at least 1,250 hours during the 12-month period preceding the commencement of the leave of absence. Thus, new employees and part-time or seasonal employees working fewer than 1,250 hours a year are not entitled to family or medical leave of absence. The annual Family and Medical Leave Act allotment is a "rolling" 12-month period. Each time an employee takes leave, the balance of the employee's 12 week entitlement which has not been used during the immediately preceding 12-month period may be used, however, there is no carryover or accrual of unused family and medical leave, except as otherwise provided in these policies.

3. Request for Leave/Notice by Employee - Any employee who desires a leave of absence pursuant to this policy must complete, sign, and submit a Request for Leave to his/her immediate supervisor. When the need for leave of absence is foreseeable or anticipated, such as planned medical treatment or the birth of a child, the employee must make his/her best efforts to schedule leave so as not to disrupt the College's operations and must submit the Request for Leave not less than 30 days before the date the leave is to begin.

If the need for leave was not foreseeable, the employee must submit a Request for Leave as far in advance of the date of leave is to begin as is practicable. Intermittent or reduced scheduled leave.

A leave of absence pursuant to this policy may be taken by the employee on an intermittent (rather than on an uninterrupted) basis or on a reduced schedule if medically necessary as a result of an employee's serious health condition or that of his or her spouse, child, or parent. Where leave is taken because of birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approved by his/her immediate supervisor. The smallest increment of leave allowed to be taken in this category is one hour.

4. Certification Procedure - Every Request for Leave pursuant to this policy must include a written medical certification from the applicant's licensed medical care provider (except when the reason for the requested leave of absence is the birth of a child or the placement of a child for adoption or foster care). The written medical certification must be submitted within 15 calendar days, or as soon as possible. It is the responsibility of the employee to submit the written medical certification. It shall be attached to the Request for Leave. The written medical certification must state the following:

- a. The date of which the serious medical condition commenced.
- b. The probable duration of the condition.
- c. The appropriate medical facts regarding the condition and its duration.

If the basis for a proposed leave of absence is an employee's own serious health condition, the written medical certification must also include a statement that the employee is unable to perform the functions of his or her position. If the basis for a proposed leave of absence is the serious health condition of the spouse, child, or parent, the written medical certification must also include a statement that the employee is needed to care for the spouse, child, or parent, as well as an estimate of the amount of time the employee is needed to provide the care.

In its discretion, and at its own expense, the College may require a second medical opinion after an employee submits a medical certification. If the second medical opinion

differs from the original medical certification, the College may require the employee to submit to examination by a third physician, the identity of whom will be agreed upon by the College and the employee requesting the leave of absence. The College may require periodic recertification by an employee's medical care provider when the College in its discretion deems recertification is warranted.

5. Conditions of absence under the Family and Medical Leave Act - The following conditions apply to a leave of absence pursuant to this policy:

- a. In its discretion, the College may require an employee taking an approved leave of absence to periodically report on his or her status and intention to return to work.
- b. If an employee is granted a leave of absence on an intermittent basis or on a reduced schedule basis, the College may require the employee to temporarily transfer to an alternative position that accommodates the employee's recurring absences or part-time schedule.
- c. When applicable, spouses that are both employed by the College are entitled to 12 weeks of leave in total, rather than 12 weeks leave of absence each.
- d. If at the time of applying for a leave of absence or during the leave of absence the employee intends not to return to work or decides not to return to work after completion of the leave of absence, the employee will be liable to and required to reimburse the College for the cost of payments made to maintain the employee's benefits during the leave of absence.

6. Compensation and Benefits During absence under the Family and Medical Leave Act - Employees must use accrued paid vacation time or paid sick/personal time (if available and applicable), or both, (including time off for job related injuries) toward all or part the maximum 12-week period allowed for an approved leave of absence pursuant to this policy. Employees on Family and Medical Leave shall maintain health benefits under the College's self-funded plan at the same rate and coverage prior to illness. Employees must arrange with the College's Personnel Office to pay any contributions due for continuation of the coverage, if applicable.

*Employees on Family and Medical Leave which is unpaid, shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits (i.e. holiday pay, tuition reimbursement, tuition waiver) which existed when working.*

Responsibility for payment of any obligations previously deducted from regular biweekly paychecks, such as payroll deductions, rests with the employee.

7. Return from an approved Family and Medical Leave of Absence - Upon returning from an approved leave of absence granted as a result of an employee's own serious health condition, an employee must present written medical certification from his or her medical care provider stating that he or she is able to perform the essential functions of his or her job with or without reasonable accommodation. At that time, the College will place the employee in his or her former position. If the former position is not available, the employee will be placed in an equivalent position with equivalent compensation and benefits. The College can deny reinstatement if the employee would otherwise not have been employed at the time reinstatement is requested, such as if the employee would have been laid off.

If an employee does not return to work on the agreed upon date, the employee will be considered to have voluntarily terminated his or her employment. Under no circumstances will a leave of absence be approved for longer than a period of 12 weeks.

With respect to "highly paid" or "key" employees, there may be circumstances where no positions are available upon the expiration of his or her leave of absence. In such circumstances, the employee will be terminated from the College. A "key" or "highly paid" employee is a salaried employee who is among the highest paid 10 percent of those employees working for the College.

L. Discretionary Leave of Absence Without Pay - details of leave of absence for all full-time faculty members may be found in the Faculty Contract.

In its discretion, the College may grant leave of absence without pay to an employee if, in the opinion of the College, such leave would serve the best interest of the College and the employee. This Section is applicable only after any leave available and applicable under Family and Medical Leave as provided in Policy 419.01K is exhausted. No leave of absence without pay shall be granted to any employee who has accrued paid vacation time or who is eligible for

paid sick/personal time, or both, (to the extent that accrued paid leave is available and applicable).

An employee seeking leave of absence without pay shall request leave by giving written notice to the College at least 30 days in advance of the date of the proposed start of the leave of absence without pay. Leave of absence without pay must be approved in advance by the employee's supervisor. Leave of absence without pay for more than one calendar month in any fiscal year must be approved in advance by the President.

An employee on leave of absence without pay under this leave provision shall maintain health benefits under the College's health plan at the same rate and coverage prior to leave, but shall pay all premiums for such coverage. During the period of leave of absence without pay under this policy, an employee must arrange with the College's Personnel Office to pay all contributions due for continuation of coverage. Failure to make such payment shall constitute resignation from employment.

Employees on leave of absence without pay under this Section shall not accrue sick/personal leave or vacation, and shall not be eligible for any other benefits which existed or accrued when working.

An employee concurrently on SURS disability leave and on leave of absence without pay under this Section shall have his or her leave of absence without pay terminated after six months.

Grant of leave of absence without pay under this Section does not guarantee the employee will return to the same or a similar job at the end of the leave. The College may deny reinstatement if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to return to work at the end of an approved leave of absence will be considered to be a resignation.

**M. Section 403 (b) Annuity Programs** - The College believes that it is in the best interest of its employees that the employees be able to make use of Retirement Benefit Programs. The College shall, from time to time, reasonably facilitate employee participation in Section 403 (B) annuity programs, and shall effect salary reductions on behalf of qualified employees when such employees comply with this policy.

The responsibility of the College to provide for salary reductions and to make the contributions to a designated Benefit Program is subject to the following requirements:

1. The employee shall use and complete such appropriate forms as required and provided by the College.
2. The Benefit Service Provider shall have entered into a service provider agreement in form satisfactory to the College.
3. The employee shall use only (a) those service providers who have entered into an agreement with the College as provided in Paragraph 2, and (b) appropriate salary reduction agreements in the form as approved from time to time by the Office of Administrative Services of the College.

03/23/87      11/28/94

05/21/90      10/27/97

02/25/91      03/23/98

07/27/92      05/26/98

11/23/92      11/23/98

10/31/94

For Board Meeting of  
August 23, 1999

**Agenda Item H-1**

**FACULTY APPOINTMENT - CAD**

The search committee and administration are recommending the appointment of William Fountain as Assistant Professor (Step 7) of Technology (CAD), effective August 20, 1999. The College received ten applications for this position and seven met the required qualifications.

**RECOMMENDATION:** Board approval of the appointment of William Fountain as Assistant Professor (Step 7) of Technology (CAD) at a 10-month salary of \$33,297, effective August 20, 1999.

**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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**DATE:** August 16, 1999

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

**FROM:** Dr. Deborah Hecht 

**RE:** Recommendation to Employ William Bryan Fountain

I am pleased to recommend the employment of William Bryan Fountain for the academic year as assistant professor of industrial technology (CAD) effective August 20, 1999. Mr. Fountain is recommended to be placed at step seven on the salary schedule at a salary of \$33,297.00.

#### Announcement Process

The industrial technology position was advertised in the Dixon Telegraph, the Sterling Gazette, the National Association of Industrial Technology (NAIT) website, and the Chronicle of Higher Education.

#### Application Process

Ten applications were received, of which seven met the minimum qualifications.

#### Screening

The screening committee consisted of Dr. Deborah Hecht, Mr. Alan Pfeifer, Dr. Charles Atchley, Ms. Lesley Frederick, Ms. Linda Kim, and Ms. Rosemary Johnson. After review of all applications, four persons were selected by the committee to be interviewed. Of those four candidates, only one agreed to come for the interview. The committee interviewed Mr. Fountain in a formal interview process, viewed a teaching demonstration, and had Mr. Fountain provide us with an on-site writing sample. The committee also provided an opportunity for the entire campus constituency to visit with Mr. Fountain during an open forum. Mr. Fountain was also provided a tour of the campus and the Sauk Valley community.

#### Qualifications

1. Academic Background - Mr. Fountain holds a master's degree in industrial education from

Appalachian State University as well as a bachelor's degree from the same institution in industrial technology with a minor in general business. He is currently working on his doctorate at Lewis University with a major in computer network administration.

2. Professional Background - Mr. Fountain has been an instructor of CAD at ITT Technical Institute in Mattson, Illinois since August of 1996. This is a year-round position. At ITT he has taught the full spectrum of courses necessary in a CAD program (i.e., professional project development theory, electrical and electronics drafting theory, residential architectural drafting theory, drafting, and CAD labs) as well as general education courses in applied physics, algebra and trigonometry, and interviewing techniques. Additionally Mr. Fountain has been a consultant for electrical power distribution services producing real world CAD drawings for many styles of commercial buildings. He is experienced in relevant and up-to-date computer hardware and software and has received a patent for some of his work.
3. References - The references for Mr. Fountain were uniformly positive. His current employer (ITT) and the owner of the consulting service have written him very positive recommendations. The committee also contacted Dr. Deborah Edwards who was his graduate advisor at Appalachian State University. Her comments referred to Mr. Fountain as a "shining star" among the graduate students she worked with. He was always professional, worked well with the other students, and was an excellent and creative instructor. Instructors at ITT Technical Institute (Steve Lauck and Lynn Nowak) were both very complimentary regarding his teaching skills, his knowledge of CAD, and his abilities to relate well both to students and colleagues. The committee was impressed by the excellent job that he did during his brief teaching demonstration for the committee. He was able to take a complex topic and make it both understandable and enjoyable to a group of novices in the field.
4. Justification for Salary Placement - Based on market value, the salary of \$33,297.00 is reasonable and justifiable. The Faculty Contract stipulates "general guidelines" for placement on the scale and is purposefully not specific to allow the institution to have the flexibility to attract the most qualified instructional faculty in high demand areas.

Other Illinois community colleges have also bowed to the necessity of market rate adjustments in initial salary placement. As Mr. Fountain is an excellent candidate for a position for which there were few applicants, I would strongly recommend this salary placement.

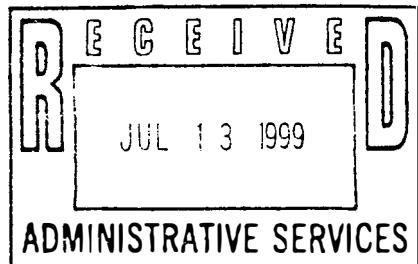
I recommend the employment of William Bryan Fountain as the industrial technology instructor without reservation of any kind.

js

attachments

July 11, 1999

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



Dear Mr. Devan

As I was looking through the Chronicle of Higher Education earlier this week I noticed your listing for the CAD Instructor Position. As I read through the listing, I came to realize that I would be the perfect person to fill your needs.

Since my graduation from Appalachian State University in 1996, I have been employed as a CAD Instructor at ITT Technical Institute in Matteson, IL. While there I have taught a wide range of subjects such as: Electrical and Electronics Theory and Drafting, Physics and Project Management. I have also been working for the last year as a Electrical Power Distribution Designer for a local Electrical Engineer, producing an extensive variety of drawings in the AutoCAD format.

If you find that I qualify for the position, I would greatly appreciate the opportunity to talk with you.

Thank you for your consideration.

Sincerely

William Bryan Fountain

enclosure

## **William Bryan Fountain**

**Frankfort, IL 60423**  
**(815) 464 - 1592**  
**WBFOUNTAIN@AOL.COM**

### **Objective:**

Full time employment teaching classes within the Community College System in the area of Computer Assisted Drafting & Design / Computer Assisted Machining.

### **Education:**

M.A. Industrial Education - Appalachian State University.  
Concentration in Community, Junior and Technical College Teaching  
B.S. College of Fine and Applied Arts - Appalachian State University.  
Major - Industrial Technology, Minor - General Business  
Member of Epsilon Pi Tau - National Technology Honors Society  
Currently enrolled - Lewis University  
Major - Computer Network Administration

### **Teaching Experience:**

**Computer Assisted Drafting Instructor, ITT Technical Institute - Matteson, IL,**

#### Drafting courses taught:

Professional Project Development Theory, Electrical and Electronics Drafting Theory, Engineered Systems Drafting Theory, Residential Architectural Drafting Theory and Drafting and CAD labs for all of the previous theory classes.

#### General Education courses taught:

Project Management, Applied Physics, Algebra & Trigonometry, Employment Database Development, Interviewing Techniques, Customer Relations, Oral Communications and Written Communications.

**Graduate Teaching Assistant, Appalachian State University, Boone, North Carolina**

Instructed classes, supervised lab activities, and maintained equipment within the Department of Technology's Manufacturing program. Instructor's Assistant for the following courses: Computer Numerical Control, Advanced Machining, Intro. to Metals Technology and Non Ferrous Metals Technology

### **Relevant Industrial Experience:**

**Electrical Power Distribution Designer, Power Consulting Services, - Frankfort, IL**

Produced a wide variety of CAD drawings for many styles of commercial buildings (Hospitals, Offices, High Rise Buildings, and Multistory Condominiums) which include :

- Power Distribution Riser Diagrams,
- Lighting, Switching and Circuiting Layouts
- Emergency Lighting and Exit Sign Layouts
- Power Outlet and Telephone / Data Layouts

## **Computer Experience:**

**Hardware** - IBM PC / XT / AT through current Pentium II Processors.

(Including hardware & software upgrades & repairs.)

- EMCO tabletop Mill and Lathes.

**Software** - AutoCAD LT., AME, AutoCAD 12, AutoCAD 13, AutoCAD 14, Cadkey,

- F1CNC and CNC5,

- DOS 5 & 6, Windows 3.1, Windows 95, Windows 98,

- Turbo C++, Corel Draw, Excel, Microsoft Word, Lotus 1-2-3, WordPro,  
Approach, Ami Pro.

## **Awards:** Employee of the month at ITT Technical Institute (Jan 97)

US Patent # 5,783,123 (21 July 98)

Eagle Scout

For Board Meeting of  
August 23, 1999

Agenda Item H-2

**FACULTY EARLY RETIREMENT REQUEST**

We have received the attached request for early retirement from Dale Heuck, Honors Director and Professor of Chemistry, to be effective as of June 5, 2001. Dale has been with the College since 1967.

**RECOMMENDATION:** Board approval of the early retirement request of Professor Dale Heuck, effective June 5, 2001.

DATE; July 28, 1999  
TO: Dr. Richard Behrendt  
FROM: Dale Heuck   
RE: Early Retirement

I am requesting to participate in the SVCC early retirement incentive program.

I would like to retire June 5, 2001. This will complete 34 years of full time service.

I do hope to continue in a part time capacity. I will be 57 years of age and thus qualify for 35% of my base salary.

cc  
Dr. Deborah Hecht

For Board Meeting of  
August 23, 1999

Agenda Item H-3

**PART-TIME FACULTY**

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

C.J. Hungerman - Humanities

Diane Markel - Humanities

Rene Morris - Humanities

David Williamson - Public Service

**RECOMMENDATION:** Board approval of the instructors listed above.

**SAUK VALLEY COMMUNITY COLLEGE  
INSTRUCTIONAL SERVICES**

**MEMORANDUM**

**DATE:** August 17, 1999

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

**FROM:** Dr. Deborah Hecht



**SUBJECT:** **Part-time Instructors for Board Approval**

The following new part-timers need board approval:

Mr. C. J. Hungerman - Humanities

Ms. Diane Markel - Humanities

Ms. Rene Morris - Humanities

Mr. David Williamson - Public Service

js

For Board Meeting of  
August 23, 1999

Agenda Item H-4

### PRESIDENT'S CONTRACT

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

RECOMMENDATION: Appropriate action.

**SAUK VALLEY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**RESOLUTION**

WHEREAS, Dr. Richard Behrendt, President of the College, currently has completed the first year of a three year employment contract with the College and has been the President of the College since 1986; and

WHEREAS, the Board desires to encourage continued stability in the College's Administration and to provide certainty in long term budgeting; and

WHEREAS, Dr. Behrendt has been evaluated pursuant to his contract and is performing the duties of his office in a better than satisfactory manner,

THEREFORE, BY THIS RESOLUTION the Board directs the Chairman of the Board to enter into an employment contract with the President on behalf of the College which substantially contains the following terms and conditions:

1. Extending the term of the contract to five years.
2. A \$50,000.00 penalty to be imposed in the event the President resigns from the Presidency during the contract term.
3. Salary increases over the term of the contract equivalent to any general salary increases given to administrators, provided the President's performance is evaluated as satisfactory or better on his annual evaluation by the Board, or provided the Board fails to evaluate the President by the beginning of the fiscal year.
4. Payment of the SURS contribution on the President's behalf.
5. Continuation of benefits contained in the present contract with adjustments as provided in the existing contract.

6. Clarification of the components of compensation to be included in vacation pay.
7. Provision permitting the President and any dependents to remain an insured on the College's group health plan after retirement if the Plan permits, provided the President pays the relevant premiums.
8. Prohibition from seeking renegotiation.
9. Continuation of the general terms and conditions of the existing contract not inconsistent with these terms and conditions.
10. The contract is to be effective retroactive to July 1, 1999.

This Resolution approved this 23rd day of August, 1999.

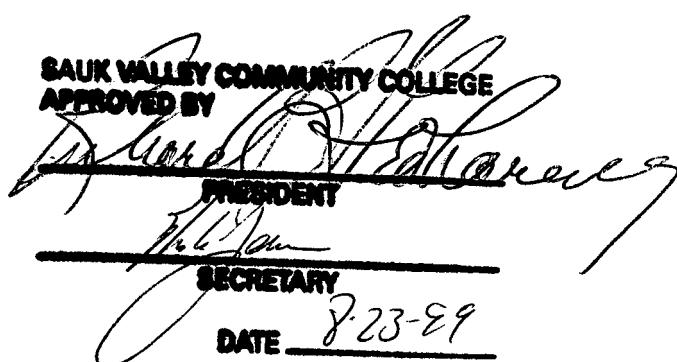
SAUK VALLEY COMMUNITY COLLEGE  
 BOARD OF TRUSTEES - TREASURER'S REPORT  
 August 23, 1999

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	4.12	\$1,475,952.19
Bookstore Account	Sterling Federal, Sterling	4.01	32,104.60
Illinois Public Treasurers	Mercantile Bank, Springfield	4.82	158,763.08
Investment Pool			
<b>SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS</b>			<b>1,666,819.87</b>
<b>NON-INT. BEARING ACCOUNTS</b>	<b>FINANCIAL INSTITUTION</b>		
Restricted	Sterling Federal, Sterling		201,248.84
Insurance Account	Sterling Federal, Sterling		0.00
<b>SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS</b>			<b>201,248.84</b>
<b>MONEY MARKET</b>			
ABN-AMRO Investment Services, Inc.		4.13	2.98
<b>SUBTOTAL MONEY MARKET FUNDS</b>			<b>2.98</b>
<b>TOTAL CHECKING ACCOUNTS</b>			<b>\$1,868,071.69</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	\$ 400,000.00
Operations & Maintenance	First National Bank, Amboy	5.97	10-13-99	100,000.00
Protection, Health & Safety	Union Bank, Tampico	5.25	12-09-99	400,000.00
Protection, Health & Safety	Amcore Bank, Sterling	5.25	01-30-00	100,000.00
Protection, Health & Safety	Grand National Bank, Sterling	5.43	06-30-00	200,000.00
Working Cash	Union Bank, Tampico	5.16	04-03-00	1,000,000.00
Working Cash	Marquette Bank, Morrison	5.00	02-01-00	200,000.00
Working Cash	Community State Bank, Rock Falls	5.54	07-22-00	1,000,000.00
Working Cash	Community State Bank, Rock Falls	5.54	07-22-00	300,000.00
Liab., Prot. & Settlement	Union Bank, Tampico	4.92	08-10-99	200,000.00
Liab., Prot. & Settlement	Community State Bank, Rock Falls	5.54	07-22-00	200,000.00
Building Bond Proceeds	Grand National Bank, Sterling	5.24	02-19-00	<b>1,000,000.00</b>
<b>SUBTOTAL INVESTMENTS</b>				<b>\$ 5,100,000.00</b>

**SAUK VALLEY COMMUNITY COLLEGE**  
**APPROVED BY**  
  
**PRESIDENT**  
**SECRETARY**  
**DATE 8-23-89**

SAUK VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
August 23, 1999

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-19 General Operating Funds	\$2,110,523.93
Pages 20-21 Restricted Fund	55,213.86
Pages 22-24 Bookstore	<u>34,453.55</u>
<b>TOTAL</b>	<b><u>\$2,200,191.34</u></b>

SAUK VALLEY COMMUNITY COLLEGE  
APPROVED BY  
John R. Kreay  
PRESIDENT  
SECRETARY  
DATE 8-23 99

**BOND INVESTMENTS**

Liability, Protection & Settlement	Federal Farm Credit Bank	4.20	11-03-99	454,899.8
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.65	02-15-00	468,263.1
Liability, Protection & Settlement	Hawaii St.	4.00	11-01-00	493,49
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	556,7
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	542,575.1
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	48,786.4
Liability, Protection & Settlement	Cook County II Twp	5.00	12-01-03	581,288.7
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	228,211.1
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,488.8
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	311,835.4
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,648.7
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	202,914.4
Liability, Protection & Settlement	Houston TX Wtr & Swr System	4.60	12-01-06	50,988.8
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,643.7
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,620.0
<b>SUBTOTAL BONDS</b>				<b>\$5,012,403.0</b>

**TOTAL INVESTMENTS****\$10,112,403.0**

REPORT SVRCHKR  
 FISCAL YEAR 2000  
 BANK: 1 Sterling Federal Bank- General

Sauk Valley Community College  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
AM Multigraphics	050300	Printshop	Maintenance Services	Repair & Parts	133.00
	050300	Printshop	Purchases for Resale	83-1-101241 Liq Master Dev (6/cs)	348.71
	050300	Printshop	Purchases for Resale	Iomega Zip Ctg 100 Mb	19.00
					-----
					500.71
APT	01	Counseling	Publications and Dues	Institutional Dues	85.00
AT & T	02	Utilities	Telephone	Monthly Telephone Charges 7/99	915.73
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,145.25
	01	Other Institutional	Interest	Backbone Cable-Principal	139.32
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,620.96
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	318.69
					-----
					4,224.22
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	2,875.41
	01	Other Institutional	Interest	Phone Installment-Principal	269.80
					-----
					3,145.21
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,150.98
	01	Other Institutional	Interest	Backbone Cable-Principal	133.59
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,634.06
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	305.59
					-----
					4,224.22
Ace Hardware	02	custodial	Maintenance Supplies	Propane	18.70
	02	Grounds	Maintenance Supplies	Pin Hitch	13.49
					-----
					32.19
Ackman, Elizabeth A.	01		Accounts Payable	Student Refund	138.00
Adam's Mark Hotel	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	hotel & parking for J Brown	261.92
Admiral Valve Co	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Valve Safety Testing (2 Valves)	771.00
Aldrich	01	Chemistry	Instructional Supplies	16,513-1 Acetonylacetone 100g	84.55
Alfano, Cindy	01	Student Recruitment	Other Supplies	Ambassador Training Refreshments	12.95
	01	Admissions, Records & Placement	Office Supplies	Reimbursement for Ambassador's Training Lunch	30.96
					-----
					43.91
Amcore Bank	12		Time Deposits	CD for One Year	200,000.00

REPORT SVRCHKR  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
American College Testing Progr	01	VP- Student Services	Publications and Dues	ACT Survey Specimen Set	13.00
American Express Financial Adv	01		American Express		315.00
American Express Financial Adv	01		American Express		315.00
American Management Associatio	01	Admissions, Records & Placement	Conference/Meeting Expense	Conference-How to Get More Organized	298.00
Ameritech GBS	01	Administrative Data Processing	Instructional Computer Equipment	HSSI Port Adapter	1,393.49
Ameritech GBS	01	Computer Information Systems	Instructional Computer Equipment	CISCO 2514 Dual Ethernet Serial Port	7,403.50
	01	Administrative Data Processing	Maintenance Services	Annual Maint 7206	3,256.00
					-----
					10,659.50
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van	14.57
Andreas, Justine L.	01		Accounts Payable	Student Refund	391.00
Anning, Heather M.	01		Accounts Payable	Student Refund	138.00
Apple Computer Inc	01	Computing & Instruct Tech	Instructional Supplies	T223411/A Firewire 4 to 6 Connector	54.25
	01		Foundation Expense	Power Macintosh G3 (See Attached for Specs)	31,104.00
	01		Foundation Expense	Power Macintosh G3 (See Attached for Specs)	8,082.00
	01		Foundation Expense	21" Apple Display	1,349.00
					-----
					40,589.25
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Open PO for Services	104.20
Arrowhead Conference	050600	Men's Basketball	Consultants	Arrowhead Athletic Dues	350.00
Athletic Publishing Company	050600	General Athletics	Publications and Dues	National Directory of High School Coaches	43.96
Bailey, Glenn	01	Office & Administrative Services	Conference/Meeting Expense	Travel Reimbursement-Intern Visits 7/26	10.54
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Library Book	11.48
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Library Books	111.50
	01	Learning Resource Center	Books and Binding Costs	Handbook of Chemistry & Physics	134.70
					-----
					246.20
Barnes, Kris	051600	Women's Volleyball Camp	Other Supplies	Reimbursement for Supplies for V-Ball Camp	248.86
Behrendt, Richard	01	President	Conference/Meeting Expense	Reimbursement for Registration Fee-CNCTYC Conf	300.00
Behrendt, Richard	01	President	Other Employee Benefits	Rotary Club Meetings June 1999	22.50

REPORT SVRCHKR  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	President	Conference/Meeting Expense	Reimbursement for Chamber Lunch 7/28	12.50
					-----
					35.00
Bertolozzi, Cheryl J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel Reimbursement-NAEIR	10.00
Blackhawk Moving & Storage	01	College Relations	Other Employee Benefits	Moving Expense for Cal Lyons	2,500.00
Blanchard, Teresa K.	01		Accounts Payable	Student Refund	57.00
Blue Book of College Athletics	050600	General Athletics	Publications and Dues	Blue Book of College Athletics	35.96
Board of Registry	01	Clinical Laboratory Science	Maintenance Services	2000 MLT012071 Performance Reports	40.00
Board of Registry	01	Clinical Laboratory Science	Maintenance Services	2000 PBT012071 Performance Reports	40.00
Boss, Scott J.	01		Accounts Payable	Student Refund	138.00
Bradshaw, Randall	01	Physics	Instructional Supplies	Reimbursement for Maxtor Hard Drive & WIN 98	201.78
Briggs Corporation	01	Associate Degree Nursing	Instructional Supplies	Tegaderm Transparent Dressing 1 3/4 x 1 3/4	79.08
Brown, John W.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel Reimbursement-VA Training 7/26-7/29	256.59
Browning-Ferris Industries	02	Utilities	Refuse Disposal	Garbage Disposal	155.00
Bryan, Kristin	01	Art	Consultants	Modeling Fee 7/8, 7/12, & 7/14	90.00
Budd, Christopher	01	Art	Consultants	Modeling Fee 7/22	30.00
Bun Austin Chevrolet Company	02	Grounds	Maintenance Services	Repair Pickup	199.41
	02	Grounds	Maintenance Supplies	Door Lock Assembly-Pickup	64.60
					-----
					264.01
C & E Glass	02	maint	Maintenance Supplies	Glass for Farmhouse	8.65
CACUBO 99	01	VP- Administrative Services	Conference/Meeting Expense	Registration Fee for Fall Conference	350.00
CGH Medical Center	01	Director of Health Careers Ed	Conference/Meeting Expense	Fee for CPR Class	45.00
CINAHL Information Systems	01	Learning Resource Center	Publications and Dues	Annual Renewal	373.00
CRC Press LLC	01	Criminal Justice	Instructional Supplies	Criminal Justice Profile	68.90
Capital Guardian Trust Company	01		Capital Guardian Trust		375.00
Capital Guardian Trust Company	01		Capital Guardian Trust		375.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Carolina Biological Supply Co	01	Biology	Instructional Supplies	See Attached List	88.45
	01	Biology	Instructional Supplies	AA-78-8421 Tryptic Soy Agar	149.69
	01	Biology	Instructional Supplies	See Attached Quote C90070	399.00
	01	Biology	Instructional Supplies	See Attached Quote C90070	774.59
	01	Biology	Instructional Supplies	Biology Supplies-P0002726 Closed	20.90
	01	Biology	Instructional Supplies	See Attached List	34.95
	01	Biology	Instructional Supplies	See Attached Quote C90070	1,659.25
					-----
					3,126.83
Case Subscriptions	01	Other Institutional	Publications and Dues	One Year Membership 9/1/99-8/31/00	1,050.00
Caterpillar-Engine Protection	02	Utilities	Other Utilities	Per Maintenance Agreement	418.79
Chicago Tribune	01	Other Institutional	Recruitment	Ad for Nursing & HVAC Instructor	330.00
Chino, Angel	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement for 4 Hours-Summer 99	364.00
Chronicle of Higher Education	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	1,567.50
Chronicle of Higher Education	01	VP-Instructional Services	Publications and Dues	One Year Subscription	75.00
Clinton Herald	01	Other Institutional	Recruitment	Ad for Early Childhood Educator	48.52
Clucas, Harry	01	Art	Consultants	Modeling Fee 7/19 & 7/20	60.00
Coastline Community College	01	Psychology	Instructional Supplies	Video: Emotional Development Understanding Human	23.50
Cobra Manager	051000	Medical Insurance	Cobra Conversion	Annual Fees 8/1/99-7/31/00	500.00
Collegiate Directories, Inc	050600	General Athletics	Publications and Dues	Nat'l Directory of College Athletics	59.90
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	9,380.20
	02	Utilities	Electricity	Monthly Electric Charges-P0002338 Closed	19.13
					-----
					9,399.33
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	32.64
	02	Utilities	Electricity	Supply & Demand Electrical Service	39.09
					-----
					71.73
Community State Bank	07		Time Deposits	Investment for One Year	300,000.00
	07		Time Deposits	Investment for One Year	1,000,000.00
	12		Time Deposits	Investment for One Year	200,000.00
					-----
					1500,000.00

REPORT SVRCHKR  
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Corporate Office City	01	Financial Aid & Veterans Affairs	Office Computer Equipment	GBC 1752000 Shredders	969.00
	01	Business Office	Office Computer Equipment	GBC 1752000 Shredders	969.00
	01	Business Office	Office Computer Equipment	Shredder (Traded In Smaller Model)	799.00
					-----
					2,737.00
Corporate Office City	01	Administrative Data Processing	Office Supplies	6490 Avery Labels	51.81
	01	Business Office	Office Supplies	Hefty Tabs LEE-13105 White-(1) LEE-13106 Asstd-(1)	68.10
					-----
					119.91
Crescent Electric Supply Co	02	maint	Maintenance Supplies	Transformer	69.83
	02	maint	Maintenance Supplies	Transformer	102.82
	02	maint	Maintenance Supplies	Transformer	69.83
					-----
					242.48
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	Travel Reimbursement 5/25-6/30	52.08
Daily Analytical Laboratories	02	custodial	Maintenance Services	Monthly Laboratory Fees	74.00
Daily Chronicle	01	Other Institutional	Recruitment	Early Childhood Instructor Ad	151.12
Daily Gazette	01	VP-Instructional Services	Publications and Dues	One Year Subscription	144.20
Damhoff, Russ K.	050600	Men's Basketball	Instructional Supplies	Reimbursement for Computer Desk & Surge Protector	74.28
	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement-JC Camp Chicago	14.50
	051600	Recreation Room	Instructional Service Contracts	Coaches for Basketball Camp	156.00
	051600	Recreation Room	Other Supplies	Pop & Candy Bars for Camp	12.21
					-----
					256.99
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Travel Reimbursement 5/99-7/99	142.30
Dixon Country Club	050600	Men's Golf	Other Conference & Meeting	Golf Team Practice & Conf Match on 9/15	140.00
Duncan, Erika A.	051400		Student Loans	Student Loan Due 12/10	200.00
Dutcher, Beth A.	01		Accounts Payable	Student Refund	204.00
Economy Trophy Co	051600	Recreation Room	Other Supplies	Trophies for Camp	32.90
Economy Trophy Co	01	Board of Trustees	Office Supplies	Name Plates for Jensen & Wolf	3.11
Education To Go	01	Community Serv Computer Seminars	Consultants	Open PO for Computer Classes	174.00
	01	Community Serv Computer Seminars	Consultants	Open PO for Computer Classes	377.00
					-----
					551.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Electronic School Supply, Inc	01	Electronics	Instructional Supplies	IF-D91 Detector	374.97
	01	Electronics	Instructional Supplies	PP-1 1/4 Mono Plug	44.80
					419.77
Encyclopaedia Britannica	01	Learning Resource Center	Other Materials and Supplies	Britannica On Line Service 7/1/99-6/30/00	481.75
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Essential Freight Systems, Inc	02	maint	Maintenance Services	Transportation Charge for Valves to Admiral Valve	75.50
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges	22.25
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
First Agency Inc	01	Other Institutional	Property & Casualty Insurance	Athletic Insurance Coverage 99/00	2,909.00
Fisher Scientific	01	Clinical Laboratory Science	Instructional Supplies	Creatine Test Set & Phosphorus Fast Set	135.32
	01	Clinical Laboratory Science	Instructional Supplies	Precipitating Reagent	67.76
	01	Clinical Laboratory Science	Instructional Supplies	Supplies for CLS	243.54
	01	Clinical Laboratory Science	Instructional Supplies	Supplies Ordered for CLS	349.74
					796.36
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Administrative Fee for 2nd Quarter	468.00
Flinn Scientific	01	Chemistry	Instructional Supplies	AP8240 Crucibles, High Form 35mm OD (12)	166.94
	01	Chemistry	Instructional Supplies	Phototube for Spec 20	138.93
					305.87
Flowers Etc	01	President	Other Conference & Meeting	Flowers for Janet Myhre Brother Funeral	37.00
	01	President	Other Conference & Meeting	L Frederick	128.00
					165.00
Fogarty, Kevin J.	01		Accounts Payable	Student Refund	48.00
Franklin Life Insurance Compan	01		Franklin Life		520.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Franklin Life Insurance Compan	01		Franklin Life		520.00
Frederick, Lesley J.	050600	Student Activities	Other Conference & Meeting	Travel Reimbursement-I-LEAD Conf 7/30-8/3	140.52
Freeport Memorial Hospital	01	Radiologic Technology	Faculty-Part-time	Contract for RAD 186E & RAD 286E	274.22
Frey, Kristi J.	01		Accounts Payable	Student Refund	40.80
Fyr-Fyter Inc	12	Safety & Security	Maintenance Services	Check Fire Extinguishers	187.50
	12	Safety & Security	Maintenance Services	Check Exhaust Hoods, Ducts, Fans	450.00
					-----
					637.50
GTE North	01	College Relations	Advertising	Listing in Freeport Telephone Book	11.23
GTE Wireless	02	Utilities	Telephone	Monthly Charges	61.93
Gaffey, Kayla A.	01		Accounts Payable	Student Refund	107.00
Gale Research	01	Learning Resource Center	Books and Binding Costs	Library Books	150.01
	01	Learning Resource Center	Books and Binding Costs	Library Books	149.56
	01	Learning Resource Center	Books and Binding Costs	Library Books	149.11
	01	Learning Resource Center	Books and Binding Costs	Library Books	469.73
					-----
					918.41
Gale Research	01	Learning Resource Center	Books and Binding Costs	Library Book	148.66
	01	Learning Resource Center	Books and Binding Costs	Library Book	154.00
	01	Learning Resource Center	Books and Binding Costs	Library Book	106.48
	01	Learning Resource Center	Books and Binding Costs	Library Book	100.78
					-----
					509.92
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges 7/99	3,485.18
	12	Risk Management	Maintenance Services	Monthly Charge for Cama (911) Trunks	89.31
					-----
					3,574.49
Gehlbach, Emily R.	01		Accounts Payable	Student Refund	3.00
Gericke, Thomas H.	01	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement	6.20
Global Computer Supplies	01	Dean of Information Systems	Office Supplies	C33882 3M Underdesk Keyboard Tray	64.64
	01	Instructional Technology Center	Inatstructional Technology Materia	C90986 Epson OEM S020034	95.41
	01	Administrative Data Processing	Office Supplies	C23537 Epson Stylus 850NE-Black OEM 5020108	53.50
					-----
					213.55

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Gospodarczyk, Thomas J.	01	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 6/29-6/30	101.23
	01	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 7/99	356.42
					-----
					457.65
Gospodarczyk, Thomas J.	01	Corporate Services Admin.	Publications and Dues	Reimbursement for ASTD CDRom	119.95
Grainger	02	maint	Maintenance Supplies	Ceiling Mounting Bracket	43.90
	02	maint	Maintenance Supplies	Sheave & Bushing	63.00
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	263.82
	02	Grounds	Maintenance Supplies	4C854 56" Commercial Ceiling Fan	135.85
	02	Grounds	Maintenance Supplies	62471 3.5 HP I/C Gas Engine	373.73
	02	Grounds	Maintenance Supplies	Pump & Shafts	100.25
	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	3N487 3/4 HP Commercial Motor (Dayton)	129.03
	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	3N487 3/4 HP Commercial Motor (Dayton)	128.93
					-----
					1,238.51
Graybar Electric Company Inc.	01	Administrative Data Processing	Office Supplies	5CSTD3CORORT ST TOSC Fiber Patch Cords	26.69
	01	Administrative Data Processing	Office Supplies	107985632 D8GS-5 Modular Cord	664.62
	01	Administrative Data Processing	Office Supplies	5CSTD3CORORT ST TOSC Fiber Patch Cords	85.37
					-----
					776.68
Graybar Electric Company Inc.	02	maint	Maintenance Supplies	ASCO 920-360-70 Switch	1,468.81
Great Lakes Airgas Inc	01	Clinical Laboratory Science	Maintenance Services	Cylinder Rental for June	10.70
Great Lakes Airgas Inc	01	HVAC	Instructional Supplies	Acetylene WSL 133 CF tanks & Argon/CO2DE 75/25 138	5.05
Great Lakes Airgas Inc	01	HVAC	Instructional Supplies	Acetylene WSL 133 CF Tanks & Argon CO2 DE 75/25 13	5.06
	01	Clinical Laboratory Science	Instructional Supplies	Cylinder Rental	10.72
					-----
					15.78
H. W. Wilson Company	01	Learning Resource Center	Publications and Dues	Subscriptions	2,897.00
HESI	01	Licensed Practical Nursing	Instructional Supplies	NCLEX-PN Exit Exam Fee	448.00
Harbor Freight Tools	01	Electronics	Instructional Supplies	39799-OCZA Vibration Free Link Belt	194.39
Hewlett-Packard	01	Computing & Instruct Tech	Computer Software	Coverage for K210 from 7/1/98-6/30/99	259.00
	01	Administrative Data Processing	Maintenance Services	Hardware Support from 7/1/98-6/30/99	39.10
					-----
					298.10
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	Maintenance Agreement 58320115:7000SAUK1	197.20
	01	Computing & Instruct Tech	Computer Software	Maintenance Agreement 58320115:7000SAUK1	259.00

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	01	Administrative Data Processing	Maintenance Services	Maintenance Agreement 58320115:7000SAUK1	46.00
	01	Administrative Data Processing	Maintenance Services	Maintenance Agreement 58320115:7000SAUK1	1,058.25
					-----
					1,560.45
Holabird Inc	050600	Women's Tennis	Instructional Supplies	023024 Wilson Tennis HD 24 Cans	130.65
Hoyle, Christine	01	Fitness Center	Other Conference & Meeting	Travel Reimbursement-Nat'l Wellness Conf	75.81
Hoyle, Christine	01	Fitness Center	Other Conference & Meeting	Travel Reimbursement-8/5 Elmhurst Mtg	11.50
ICISP Program	01	Other Instructional	Publications and Dues	Membership in ICISP 99/00	500.00
Illinois Affirmative Action Of	12	Affirmative Action	Publications and Dues	IAAOA Dues for 7/1/99-6/30/00	100.00
Illinois Central Community Col	01	Business Office	Tuition Chargeback	Chargeback for Summer 99	1,512.00
Illinois Community College Eco	01	Corporate Services Admin.	Publications and Dues	Renewal of Membership Dues	50.00
Illinois Community College Eco	01	Corporate Services Admin.	Conference/Meeting Expense	Registration Fee for 9/16 Conference-Rockford	85.00
Illinois Council on Continuing	01	Dean of Corp Comm Serv	Conference/Meeting Expense	Membership Fees for K Castelein & Tom G	50.00
Illinois Department Employment	12	Risk Management	Unemployment Insurance	Unemployment Due for 2nd Quarter 1999	3,406.50
Illinois Department of Revenue	01		State Withholding Payable		6,797.82
Illinois Department of Revenue	01		State Withholding Payable		5,181.14
Illinois Mutual	01		Optional Disability Insurance		20.57
Illinois Mutual	01		Optional Disability Insurance		20.57
Illinois Resource Development	01	College Relations	Conference/Meeting Expense	Registration Fee 9/17-9/18 Conf-Cal Lyons	95.00
Internal Revenue Service	01		Wage Garnishment Payable		163.94
Internal Revenue Service	01		Wage Garnishment Payable		116.05
Jameco Electronics	01	Electronics	Instructional Supplies	11383 BNC-Male Test Cable	646.50
Joel A. Kagann, Circuit Court	01		Wage Garnishment Payable		130.00
Joel A. Kagann, Circuit Court	01		Wage Garnishment Payable		130.00
John A Loos Sons Inc	02	maint	Maintenance Services	Repair Trane Air Conditioner	1,059.89
	03	Operations & Maintenance- Restri	building Remodeling	Replacement of Steam Heating Coils and Steam	31,104.00
	03	Operations & Maintenance- Restri	building Remodeling	Replacement of Steam Heating Coils and Steam	37,827.00
					-----
					69,990.89

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John Wiley & Sons, Inc	01	Learning Resource Center	Books and Binding Costs	Corrected Billing-Library Books	48.50
Johnson, Jeremiah P.	01	Administrative Data Processing	Consultants	Consultation Fee-5 Hrs	225.00
Josten's Inc	01	Commencement	Other Supplies	Diploma Inserts (Red Seal) With Name & Date Print	296.78
	01	Commencement	Other Supplies	Diploma Inserts (Red Seal)	36.04
					-----
					332.82
Kahlon Inc	01	Administrative Data Processing	Repair Materials and Supplies	AIBM 365 Power Supply	113.00
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	101.72
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	101.72
Kelly, Mandy L.	01		Accounts Payable	Student Refund	194.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Core Values Mtg Refreshments	8.92
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-Stamats Conf 8/1-8/4	695.25
Konig, Karin A.	01	Art	Consultants	Modeling Fee 7/13	30.00
Lab Glass	01	Chemistry	Instructional Supplies	Thermo Holder LG-1985-102	288.86
	01	Chemistry	Instructional Supplies	125ml Sep Funnel LK-1450T-104	196.69
					-----
					485.55
Labyrinth Publications	01	Senior Programs	Instructional Supplies	Combo Pack 1 (Office 97, Comp Con, Netscape)	884.24
	01	Senior Programs	Instructional Supplies	ComboPack for Computer Camp for Seniors	384.45
					-----
					1,268.69
Lawson Products	02	maint	Maintenance Supplies	Plug Valves	190.48
League for Innovation in the C	01	Dean of Information Systems	Publications and Dues	Membership for FY00	500.00
Lee County Collector	02	Operations & Maintenance	Facilities Revenue	Second Installment of Real Estate Bill	15.02
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement-7/10-7/11	134.54
Library Corporation	01	Learning Resource Center	Maintenance Services	Percon Scanner Support 8/99-7/00	57.00
Library Corporation	01	Learning Resource Center	Computer Software	Library Solution Cataloging 12/99-11/00	2,767.50
Lifesong Audio	01	Instructional Technology Center	Inatructional Technology Materia	Spool of Audio Cable	327.00
Lindgren Callihan Van Osdol &	11	Audit	Audit Services	Audit Billing for 1999 Audit	3,700.00

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	11	Audit	Audit Services	Audit Progress Billing	3,050.00
					-----
					6,750.00
Lucent Technologies	01	Other Institutional	Technology- Telephone	T1 Circuit Card & Installation for Definity G1	3,485.50
Lucent Technologies	01	Other Institutional	Technology- Telephone	T1 Circuit Card & Installation for Definity G1	3,535.50
Lucent Technologies	01	Other Institutional	Technology- Telephone	T1 Circuit Card & Installation for Definity G1	3,735.50
Lundgren's Inc	01	Information Center	Office Supplies	5x7 Enlargement for Fitness Center	3.49
	01	Information Center	Office Supplies	Volleyball Cover Shots for Fall 99 Sports Guide	54.46
	01	Information Center	Office Supplies	Develop & Print Photos	10.09
	01	Information Center	Office Supplies	Develop & Print Tennis & Golf Shots-Sports Guide	90.80
					-----
					158.84
Lundstrom Florist	01	President	Other Conference & Meeting	Flowers for Jim Frederick's Wife	42.00
Luthin, Kimberly	01	Art	Consultants	Modeling Fee 7/14	30.00
Luthin, Kimberly	01	Art	Consultants	Modeling Fee 7/6 & 7/21	60.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		125.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		125.00
M & S Pools & Spas	02	maint	Maintenance Supplies	Standing Bromine Tanks	297.00
	02	maint	Maintenance Supplies	Bromine Tablets	780.52
					-----
					1,077.52
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01		Main Stay Fund		75.00
Marshall, Dwayne V.	01		Accounts Payable	Student Refund	291.00
Mayes, Lisa A.	051400		Student Loans	Student Loan Due 12//10	200.00
McDivitt, Teresa L.	051400		Student Loans	Student Loan Due 12/10/99	300.00
McMaster Carr Supply Company	02	maint	Maintenance Supplies	Insulated Tools	79.80
	02	maint	Maintenance Supplies	Tubing & Valves	36.58
	12	Safety & Security	Other Supplies	Tubing & Valves	19.60
					-----
					135.98

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McPherson Electronics	01	Associate Degree Nursing	Maintenance Services	Repair VCR Camera	207.65
Menards	02	maint	Maintenance Supplies	Electrical Supplies	46.89
	02	maint	Maintenance Supplies	Electrical Supplies	19.96
	02	maint	Maintenance Supplies	Supplies for Farm House	28.99
	02	maint	Maintenance Supplies	Misc Supplies for Farm House	48.57
	02	maint	Maintenance Supplies	Shower Supplies for Farm House	87.95
	02	custodial	Maintenance Supplies	Misc Custodial Supplies	180.94
	02	Grounds	Maintenance Supplies	Lumber	74.25
	02	Building and Grounds Administrat	building Remodeling	Tile for Frana's Office	14.61
					-----
					502.16
Mendota Reporter	01	College Relations	Advertising	Ad with IVCC	78.75
Midland Paper	050300	Printshop	Purchases for Resale	Exact Vel Bristol 65 lb Cov Yellow	248.40
Monogram Shoppe	050600	Women's Volleyball	Instructional Supplies	T-Shirts, Screens & Numbers-Game Sleeveless	283.50
	051600	Women's Basketball Camp	Other Supplies	T-Shirts for Basketball Camp	286.00
					-----
					569.50
Montgomery Kone Inc	02	maint	Maintenance Services	Continued Contract	607.59
Morgan Services Inc.	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	110.32
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	100.97
					-----
					211.29
Mosby	01	Radiologic Technology	Instructional Supplies	MRIS Mosby Radiographic International Series	1,153.59
NABIR	01	Other Institutional	Publications and Dues	Spring 99 Grab Bag-Service Charge	20.00
NILRC	01	Learning Resource Center	Publications and Dues	ALSS Membership 9/1/99-8/31/00	1,120.00
NJCAA	050600	General Athletics	Publications and Dues	National Dues for Women	525.00
	050600	General Athletics	Publications and Dues	National Dues for Men	560.00
	050600	General Athletics	Publications and Dues	Publications-Rule Books, Sports Guides & Pins	91.75
					-----
					1,176.75
Nalco Chemical Company	02	maint	Maintenance Supplies	Chemicals for Chillers	87.99
	02	maint	Maintenance Supplies	Chemicals for Chillers	3,481.05
	02	maint	Maintenance Supplies	Chemicals for Chillers	3,971.05
					-----
					7,540.09
National Alliance of Business	01	Corporate Services Admin.	Publications and Dues	Annual Membership Dues	250.00

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National Assoc of Student Fina	01	Financial Aid & Veterans Affairs	Office Supplies	Institutional Membership Dues 99/00	534.00
National Association of Indust	01	Other Institutional	Recruitment	Ad for HRAC Instructor	100.00
Nicor Gas	02	Utilities	Gas	Supply & Demand for Gas Service	16.02
	02	Utilities	Gas	Monthly Gas Service-P0002334 Closed	1,794.22
					-----
					1,810.24
Nicor Gas	02	Utilities	Gas	Supply and Demand for Gas Service	104.16
	02	Utilities	Gas	Supply and Demand for Gas Service	68.60
	02	Utilities	Gas	Supply and Demand for Gas Service	2,313.25
					-----
					2,486.01
North Central Assoc. of Colleg	01	Other Institutional	Publications and Dues	Dues 99/00	2,100.00
Oliver, Tina C.	01		Accounts Payable	Student Refund	51.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	Induction Fee (1 person)	35.00
Paper Direct Inc	01	Concert/ Lecture Series	Instructional Supplies	KE8202 Black Certificate Jackets	23.90
Pathfinder Networking Corp	12	Risk Management	Maintenance Services	CISCO Maint for Switches	2,240.00
Paulsen, Darryl D.	02	custodial	Conference/Meeting Expense	Travel Reimbursement-Joliet Conf 7/21-7/22	45.03
Peoria Journal Star	01	Other Institutional	Recruitment	Ad for HRAC Instructor	1,210.30
Peterson, David A.	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel Reimbursement-NASFAA Conf 7/9-7/15	330.35
Peterson-Book-Quigg & Inboden	12	Risk Management	Property & Casualty Insurance	Treasurer's Bond for 3 Years	2,206.00
Pfeifer, Alan	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel Reimbursement-WIEC Training 7/28-7/29	25.00
	050800	Transportation	Vehicle Supplies	Reimbursement for Gas for College Van	8.00
					-----
					33.00
Polo Equipment Company	02	Grounds	Maintenance Supplies	Hardware	31.56
Power-Flite	02	custodial	Maintenance Supplies	Vacuum Parts	73.20
Preston Trucking	02	maint	Maintenance Services	Transportation Charges for Valves to Admiral	66.67
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	3,582.06
	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	2,505.52
	051000	Medical Insurance	Precertification	Individual Stop Loss	280.00
	051000	Medical Insurance	Administrative	Individual Stop Loss	1,929.75

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	051000	Medical Insurance	Life & AD&D	Individual Stop Loss	1,787.44
					-----
					10,084.77
Quad-City Times	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	859.56
Quark Distributor, Inc	01	Art	Computer Software	Copies Quark XPress 4.03 (Per 15)	890.00
Quill Corporation	01	Dean of Arts, Social Sciences & P	Office Supplies	Reinforcement Labels-White 992-TD-909	18.58
	01	Admissions, Records & Placement	Office Supplies	9x12 Open End Mailing Envelopes 982-OE912-24	45.46
	01	Counseling	Instructional Supplies	982-20244 38 lb Postcard 4 1/4 x 5 1/2	53.30
					-----
					117.34
Rank, Ronald I	01		Accounts Payable	Student Refund	124.00
Reighter, Patrice L.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel Reimbursement-NAEIR	10.00
Reighter, Robert X.	01	Art	Consultants	Modeling Fee 7/15	30.00
Rockford Register Star	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	277.53
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	1,278.16
					-----
					1,555.69
Roos, Ron G.	01		Accounts Payable	Student Refund	194.00
Rotary Club of Sterling	01	President	Other Employee Benefits	Missed Meetings 6/99	5.50
	01	President	Publications and Dues	Missed Meetings 6/99	90.00
					-----
					95.50
SBM Business Equipment Center	01	Information Center	Instructional Supplies	Boston Electronic Stapler HUN 73100	50.96
SBM Business Equipment Center	01	Information Center	Office Supplies	Monthly Minimum Charge for Copier 7/99	27.50
	01	Grant, Planning, & Research	Office Supplies	HON-314P-P Black 4 Drawer Letter Size File Cabinet	336.88
	01	Other Instructional	Maintenance Services	Purchase Order for Copier Maintenance A3186	137.17
	01	Dean of Corp Comm Serv	Office Supplies	Open PO Service Contract for Copier	14.11
	01	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	14.11
	01	Counseling	Maintenance Services	1/2 Copier Use for July 1999	30.37
	01	VP- Administrative Services	Office Supplies	KMW-57501 Kensington Contour Wrist Pad, Black	68.77
	01	VP- Administrative Services	Office Supplies	CEG-5010M MicroCentre Workstation Table, Medium Oak	259.98
	01	Business Office	Maintenance Services	Monthly Charge for Maintenance of Sharp Copier	77.49
					-----
					966.38
SVCC Foundation	01		Foundation Payable		15.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
SVCC Foundation	01		Foundation Payable		20.00
Sauk Trails Inc	01	Senior Programs	Conference/Meeting Expense	Air Institute Trip	450.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Legal Notice for Tennis Court Repair	37.92
	01	Concert/ Lecture Series	Advertising	Newspaper Ad for Truck Drivers Program	32.78
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	26.34
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	28.94
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	90.98
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	27.94
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	82.88
					-----
					327.78
Schmidt, Rebecca S.	01	Dean of Business, Tech & Natural	Office Supplies	Reimbursement for Office Supplies	45.86
School Datebooks, Inc	01	College Relations	Advertising	99/00 SVCC Student Handbooks	3,613.46
Seagren, Catherine	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel Reimbursement-Title IV Fiscal Trng 7/28-7/3	19.90
	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Title IV Fiscal Trng 7/28-7/3	86.48
					-----
					106.38
Select Employees Credit Union	01		Credit Union Payable		15,115.58
Select Employees Credit Union	01		Credit Union Payable		15,098.82
Sentry Pool & Chemical Supplie	02	maint	Maintenance Supplies	Deliver & Fill Tank Containers	93.00
Sexauer Inc	02	maint	Maintenance Supplies	Lawler 3500 Mixing Valve Cat No 149427	429.14
	02	maint	Maintenance Supplies	Restroom Handles	36.02
	02	maint	Maintenance Supplies	Plumbing Parts Per Attached Order/Bid	2.58
	02	maint	Maintenance Supplies	Plumbing Parts Per Attached Order/Bid	18.03
	02	maint	Maintenance Supplies	Plumbing Parts Per Attached Order/Bid	.50
					-----
					486.27
Shawver Press Inc	01	VP-Instructional Services	Office Supplies	Business Cards for M Cathy Vandercreek	40.70
	01	Computer Information Systems	Instructional Supplies	Business Cards for M Cathy Vandercreek	40.71
	01	VP- Administrative Services	Office Supplies	Business Cards for Ruth C Bittner (See Attached)	42.94
					-----
					124.35
Shawver Press Inc	050300	Printshop	Purchases for Resale	Admissions Calendars	128.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases-College Van June 99	51.23
Shelley, Chris	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel Reimbursement-WIEC Training 7/28-7/29	25.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Shopko	01	Learning Resource Center	Books and Binding Costs	Videos	150.86
Speedway SuperAmerica LLC	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van	20.00
Stamats Seminar Series	01	VP- Student Services	Conference/Meeting Expense	Registration Fee for Conference 8/2-8/4	350.00
Standard Register	01	Business Office	Office Supplies	Signature Plate for Model T8600 Check Signer	285.00
State Universities Retirement	01		SURS Payable		21,881.40
State Universities Retirement	01		SURS Payable		17,251.49
Stephens Transfer, Inc	01	Other Institutional	Recruitment	Moving Expenses for Linda Little	2,250.00
Stericycle	12	Safety & Security	Maintenance Services	Pick up of Hazardous Waste	187.83
Sterling Area Chamber of Comme	01	Corporate Services Admin.	Publications and Dues	Annual Chamber Dues	160.00
	01	Student Recruitment	Other Supplies	Expo Trade Show Booth Rental 7/31-8/1	250.00
					410.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,008.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,002.75
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	924.00
					1,926.75
Stewart, James L.	050600	Men's Golf	Instructional Supplies	Reimbursement for Strata Tour Golf Balls	492.00
Stewart, James L.	050600		Athletics	Petty Cash for 99/00 Season	300.00
Stiefel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel Reimbursement-Title IV Fiscal Trng 7/28-7/3	101.97
	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Title IV Fiscal Trng 7/28-7/3	34.10
					136.07
Swartleys Florist	01	President	Other Conference & Meeting	Flowers for Jan Myhre's Sister Funeral	45.00
T's Sports	050600	Women's Volleyball	Instructional Supplies	Shoes, Socks, Kneepads, & Shorts	2,075.00
TIAA/CREF	01		Other Employee Benefits	Behrendt Annuity Payment for 99/00	3,632.00
TIAA/CREF	01		TIAA/ CREF		3,793.16
TIAA/CREF	01		TIAA/ CREF		3,393.16
Telegraph	01	President	Publications and Dues	Subscription to Dixon Telegraph	144.20

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	College Relations	Publications and Dues	One Year Subscription	144.20
					-----
					288.40
Thermogas Company	02	maint	Maintenance Supplies	Propane Fuel-Forklift	10.74
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement	17.05
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toner Refurb	926.20
Total Line Supply Company	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	242.85
	02	custodial	Maintenance Supplies	581685 14" Pad, White	16.70
					-----
					259.55
Trustmark Insurance	01		Optional Life Insurance		681.48
Trustmark Insurance	01		Optional Life Insurance		681.48
US Postmaster	01	Other Institutional	Postage	Postage for Fall 1999 Class Schedule	1,600.00
US Postmaster	01	Other Institutional	Postage	Postage for Fall 1999 Schedule	2,200.00
US Postmaster	01	Other Institutional	Postage	Postage for 1999 Fall Schedule	2,500.00
US Postmaster	01	Other Institutional	Postage	Bulk Mail Permit 254 Refill	500.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
US Postmaster	01	Other Institutional	Postage	Postage Due on Bulk Mailing	500.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
USA Bluebook	02	maint	Maintenance Supplies	Meter & Coupling	42.40
Unique Computer	01	Information Center	Office Supplies	Adobe PageMaker 6.5 Plus Academic	249.95
	01	Computer Information Systems	Instructional Supplies	30 User Netware 5.0	1,675.00
	01	Computing & Instruct Tech	Instructional Supplies	HD Warranty Upgrade to 4.3G	50.00
	01	Computing & Instruct Tech	Instructional Supplies	HD Warranty Upgrade to 4.3G	50.00
					-----
					2,024.95
United States Cellular	02	Utilities	Telephone	Monthly Charges	35.86
United States Treasury	12	FICA/ Medicare	Medicare	Medicare Tax-Second Quarter 1999	30.32
University of Florida Research	01	VP- Administrative Services	Publications and Dues	Membership Dues for CCBO 1999-2000	200.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
V-TECS Direct Upgrade Offer	01	Mechanical Design	Instructional Supplies	V-TECS Direct 4+ Software	150.00
VWR Scientific	01	Chemistry	Instructional Supplies	See Attached Copy of Quote No 022813944	123.86
	01	Chemistry	Instructional Supplies	See Attached Copy of Quote No 022813944	15.54
					139.40
Vandergrift, Erin M.	01		Accounts Payable	Student Refund	12.00
Vankooten, Monte J	050600	Men's Golf	Other Contractual Services	Assistant Golf Coach 99/00 Season	100.00
Varga, Ryan M.	01		Accounts Payable	Student Refund	414.00
Variable Annuity Life Insuranc	01		Valic		455.00
Variable Annuity Life Insuranc	01		Valic		455.00
Vernon Company	050600	Student Activities	Other Materials and Supplies	5V-9300 Baron Pen, Black Ink	1,000.00
Vonachen Industrial Supplies	02	custodial	Maintenance Supplies	Open Purchase Order to Purchase Supplies	1,740.85
Waddell & Reed, Inc	01		Waddell & Reed		75.00
Waddell & Reed, Inc	01		Waddell & Reed		75.00
Walker, Shirley A.	01	College Relations	Conference/Meeting Expense	Travel Reimbursement-ICC Fdtn Drive-in Conf	84.01
Wall Street Journal	01	Learning Resource Center	Publications and Dues	Renewal for 99/00	299.00
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Practi-Powder Vials (30/box)	50.92
Wallingford, Lori S	01		Tuition Billed to Employer	Honorarium for CPR Class 7/13	10.00
	01		JTPA Whiteside- Summer	Honorarium for CPR Class 7/13	50.00
	01		Dislocated Workers- Summer	Honorarium for CPR Class 7/13	10.00
					70.00
Ward's-Biology	01	Biology	Instructional Supplies	See Attached List	267.04
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services 7/99	2,119.00
	12	Risk Management	Legal Services	General Legal Services 7/99	130.00
					2,249.00
Waubonsee Community College	01	Business Office	Tuition Chargeback	Chargeback for Summer 1999	931.14
West Publishing Company	01	Learning Resource Center	Books and Binding Costs	ICSA State Bar 98 Ed	143.75
	01	Learning Resource Center	Books and Binding Costs	Il Compiled Statutes	387.75

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	Learning Resource Center	Books and Binding Costs	Il Rules of Court & Judicial Circuit 99	45.50
	01	Learning Resource Center	Books and Binding Costs	USCA Title 19	111.75
					-----
					688.75
Wilkins-Lowe and Company	12	Risk Management	Property & Casualty Insurance	Student Nurse Renewal 99/00	1,800.00
Williams & Wilkins	01	Director of Health Careers Ed	Publications and Dues	Renewal Fee for Nurse Educator	71.00
Wolf, Danielle M.	051400		Student Loans	Student Loan Due 12/10/99	300.00
Xerox Corporation	050200	Xerox Copier	Maintenance Services	Monthly Base Charge 1090 Copier 6/99	869.83
Xerox Corporation	050200	Xerox Copier	Purchases for Resale	Developer, Fuser, Ink, Wire & Paper	3,051.00
	050200	Xerox Copier	Interest	Xerox 5042 Copier Lease Payment-Principal	5.16
	050200	Xerox Copier	Interest	Xerox 1090 Copier Lease Payment-Principal	17.52
	050200		Other Noncurrent Obligations	Xerox 5042 Copier Lease Payment-Principal	145.10
	050200		Other Noncurrent Obligations	Xerox 1090 Copier Lease Payment-Principal	576.59
					-----
					3,795.37
Xerox Corporation	050200	Xerox Copier	Maintenance Services	Monthly Charges for July 99	698.69
	050200	Xerox Copier	Maintenance Services	Base Charges for 4/1/99-6/30/99	275.12
					-----
					973.81

BANK ACCOUNT TOTAL:

2,110,523.93

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	062022	WFP- Ed to Careers	Conference/Meeting Expense	Honors Credit & Escrow Lunch	40.55
American College Testing Progr	062022	WFP- Ed to Careers	Instructional Supplies	Discover License Fee	1,850.00
Ameritech	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges for T1 Line Acct No 815Z99-21139925	253.41
Ameritech GBS	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	CISCO 7206VXR (HSSI-8 Port Serial on Seperate PO)	13,910.00
	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	HSSI & 8 Port Serial V.35 Port Adapter P0003307	7,706.51
					----- 21,616.51
Clodfelter, Pamela J.	062024	WFP- Career Services	Conference/Meeting Expense	Mileage, Car Rental & Meals	544.28
Council for Opportunity in Edu	063011	Student Support Services Grant	Conference/Meeting Expense	Conference Fee for Belinda Dalton 9/12-9/15	525.00
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Travel Reimbursement-AHEAD Conf 7/13-7/18	88.68
Dullenty, Christina	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP July 1999	2,000.00
Ernst, Mark	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP July 1999	1,000.00
Funston, Terry L.	063011	Student Support Services Grant	Other Conference & Meeting	Travel Reimbursement-AHEAD Conf 7/13-7/18	46.80
GTE Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Phone Charges	51.82
Gallatin River Communications	062032	Adv Tech- Technology Support Gra	Telecommunications	DS1 Channel DH2A664336..LB	276.00
	062050	SBDC Grant	Telephone	Monthly Telephone Charges 7/99	85.60
					----- 361.60
Gatz, Elisa J	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP for July & August 1999	2,000.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	Coverage for K210 from 7/1/98-6/30/99	710.00
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	Maintenance Agreement 58319816:7000SAUK210	730.00
Mailbox	063042	ISBE Adult Education- GG	Instructional Supplies	One year Subscription Renewal	24.95
Nordstrom, M S.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP for June & July 1999	2,000.00
Quark Distributor, Inc	062022	WFP- Education to Careers Grant	Computer Software	Copies Quark XPress 4.03 (Per 15) .00	
	062022	WFP- Education to Careers Grant	Computer Software	Copies Quark XPress 4-P0003254	1,375.90
Rickels, Ranae	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP July 1999	1,000.00
Schurman, Tim J	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP July & August 1999	1,000.00
Southern Illinois University	063041	ISBE Adult Education- EA	Conference/Meeting Expense	Adult Ed Summer Meeting Registration Fee	75.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
<b>State Universities Retirement</b>	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 7/31/99	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 7/31/99	479.76
	063020	Perkins IIC	Allocated Employee Benefits	Matching Funds 7/31/99	125.11
					-----
					707.59
<b>State Universities Retirement</b>	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 8/15 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 8/15 Payroll	479.76
	063020	Perkins IIC	Allocated Employee Benefits	Matching Funds 8/15 Payroll	94.76
					-----
					677.24
Tichter, Christine	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	AIP July 1999	1,000.00
Unique Computer	063044	ISBE Adult Education- VV	Office Other Equipment	6' BD25 M/M Straight	43.00
Unique Computer	062022	WFP- Ed to Careers	Instructional Computer Equipment	IBM Intellistation PII400 EPro Desktop-128m, CDRom	1,889.00
Unique Computer	063044	ISBE Adult Education- VV	Office Other Equipment	IBM PLII 128m PII400 Sound/CDRom 10/100 Intel Zip	2,268.00
University of Illinois	062041	ICCB Tech Skills Enhancement Gra	Consultants	Energize Your Website with Java 6/17	100.00
Verio, Inc	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges 7/1/99-9/30/99	7,500.00
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	5V-9300 Baron Pen, Black Ink	767.58
	062022	WFP- Ed to Careers	Instructional Supplies	16 oz CASO 16oz Storage Jars	569.62
	062022	WFP- Ed to Careers	Instructional Supplies	RSB Round Stress Balls	530.24
	062022	WFP- Ed to Careers	Instructional Supplies	9300 Tri Mark Three Sided Marker	596.09
	062022	WFP- Ed to Careers	Instructional Supplies	20 oz BT20BB Bike Bottle	509.57
	062022	WFP- Ed to Careers	Instructional Supplies	Mr Pushy Mechanical Pencils	332.17
					-----
					3,305.27
Vernon Company	062022	WFP- Ed to Careers	Instructional Supplies	Beechies, Regular Gum (3000/cs)	429.26
				BANK ACCOUNT TOTAL:	55,213.86
				ALL ACCOUNTS TOTAL:	2,165,737.79

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
07/14/99	C/D	CHK6842	June 99 Sales Tax 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	752.00	752.00
07/14/99	C/D	CHK6842	Correction 6/99 Sale Tax 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	752.00	752.00
07/14/99	C/D	CHK6842	IL Dept Revenue Correct 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	752.00	752.00
07/27/99	C/D	CHK6843	Petty Cash Buy Back 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	6,500.00	6,500.00
07/27/99	C/D	CHK6843	Correction Petty Cash B 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	6,500.00	6,500.00
07/27/99	C/D	CHK6843	SVCC Bookstore Correct 113.06 Petty Cash -Buy Back 111.00 Cash in Bank	6,500.00	6,500.00
07/27/99	C/D	CHK6844	RPS 549.01 Textbook Transportation 111.00 Cash in Bank	185.70	185.70
07/27/99	C/D	CHK6845	ARTCRAFT 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	85.06 3.60 88.66	
07/27/99	C/D	CHK6846	COLLEGE HOUSE 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	780.25 22.80 803.05	
07/27/99	C/D	CHK6847	FOUR POINT PRODUCTS 548.02 Supply Purchases 111.00 Cash in Bank	348.82	348.82
07/27/99	C/D	CHK6848	GEAR FOR SPORTS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	181.35 4.90 186.25	
07/27/99	C/D	CHK6849	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	67.41 3.72 71.13	
07/27/99	C/D	CHK6850	ILL ASSOC COLLEGE STORES 546.00 Publications & Dues 111.00 Cash in Bank	52.00	52.00

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07/27/99	C/D	CHK6851	IBM CORP 530.00 Contractual Services 111.00 Cash in Bank	239.99	239.9
07/27/99	C/D	CHK6852	O'REILLY 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	31.96 3.70	35.6
07/27/99	C/D	CHK6853	RITA RIVA 550.00 Conference & Meeting Expense 111.00 Cash in Bank	87.11	87.1
07/27/99	C/D	CHK6854	ROARING SPRING BLANK BK 548.02 Supply Purchases 111.00 Cash in Bank	3,807.98	3,807.9
07/27/99	C/D	CHK6855	UPHILL DOWN USA 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	836.92 33.74	870.6
07/27/99	C/D	CHK6856	WESTHALL APPAREL 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	1,399.80 39.40	1,439.
07/27/99	C/D	CHK6857	NU SPORTSWEAR 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	318.40 12.74	331.1
07/27/99	C/D	CHK6858	INGRAM BOOK CO 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	63.69 3.72	67.4
07/27/99	C/D	CHK6859	JONES & MITCHELL SPORTWE 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	807.00 25.57	832.5
07/27/99	C/D	CHK6860	NEBRASKA BOOK CO 540.00 General Materials & Supplies 111.00 Cash in Bank	111.00	111.0
07/27/99	C/D	CHK6861	EASTPAK 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	617.50 24.25	641.7
07/27/99	C/D	CHK6862	PENQUIN PUTNAM 548.04 Paperback Purchases 111.00 Cash in Bank	3.64	3.6

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
07/27/99	C/D	CHK6863	LADDERMAN 540.00 General Materials & Supplies 111.00 Cash in Bank	157.50	157.50
07/01/99	C/D	CHK6863	CORRECTION TO CHECK 540.00 General Materials & Supplies 111.00 Cash in Bank	0.01	0.01
07/27/99	C/D	CHK6864	GEAR FOR SPORTS 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	2,968.60 55.57	3,024.17
07/27/99	C/D	CHK6865	DOUGLAS STEWART 548.02 Supply Purchases 548.21 Computer Software Purchase 548.03 Miscellaneous Purchases 549.02 Supply Transportation 111.00 Cash in Bank	393.87 9,476.76 7.56 33.85	9,912.04
07/27/99	C/D	CHK6866	ITP EDUCATION 548.01 Textbook Purchases 111.00 Cash in Bank	564.00	564.00
07/27/99	C/D	CHK6867	HIGH SIERRA SPORT CO 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	644.70 21.02	665.72
07/27/99	C/D	CHK6868	WEST GROUP 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	35.88 3.72	39.60
07/27/99	C/D	CHK6869	HARCOURT BRACE 548.01 Textbook Purchases 111.00 Cash in Bank	694.00	694.00
07/27/99	C/D	CHK6870	NACSCORP 548.21 Computer Software Purchase 549.21 Computer Software Transport 111.00 Cash in Bank	1,495.24 12.56	1,507.80
07/27/99	C/D	CHK6871	ENTEC 548.02 Supply Purchases 111.00 Cash in Bank	432.99	432.99
			***** Report Total	34,453.55	34,453.55