

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

October 25, 1999

7:00 p.m.

- A. Call to Order**
- B. Roll Call**
- C. Communication from Visitors**
- D. Consent Agenda**
 - 1. Approval of Minutes**
 - 2. Treasurer's Report**
 - 3. Bills Payable**
 - 4. Payrolls** **September 30, 1999** **\$188,720.17**
 October 15, 1999 **\$189,536.05**
 - 5. Budget Report**
 - 6. Health/Life Insurance Report**
 - 7. Obsolete Equipment - Microscopes**
 - 8. Obsolete Equipment - Light Poles**
 - 9. Final Construction Compliance - Roadway Project**
 - 10. Final Construction Compliance - Steam Coil Replacement Project**

- E. President's Report**
 - 1. Monthly Policy Reviews - 424.01, 424.02, 425.01**
 - 2. Athletic Teams Success (attached)**
 - 3. Honors Credit in Escrow (attached)**
 - 4. High School Counselor Appreciation Breakfast (attached)**
 - 5. Y2K Plan (attached)**
 - 6. Service Awards Program**
 - 7. Adjunct Faculty Recruitment - Morrison**
 - 8. Strategic Planning Town Meeting**
 - 9. High School - College Partnership Meeting**
 - 10. Madrigal Dinner**

- F. Financial Reports and Actions**
 - 1. College Catalog Printing Bid Award**
 - 2. Investment Policy 309.01 (First Reading)**
 - 3. Protection, Health and Safety Projects**
 - 4. Annual Audit**

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

H. Personnel

- 1. Administrative Appointment**
- 2. Student Support Services Counselor Appointment**
- 3. Faculty Retirement**

I. Other

- 1. Board Resolution**
- 2. Board Resolution**
- 3. Board Re-organization Meeting - November 10**
- 4. Mission and Shared Ethical Values Statements**

J. Reports

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

J. Adjournment

Board of Trustees Meetings

November 22, 1999

December 20, 1999

January 15, 2000

March 11, 2000

ICCTA Monthly Meetings

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

Nothing Scheduled

Location TBA

Holiday Inn - Bloomington, IL

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

October 25, 1999

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on October 25, 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

Consent Agenda: It was moved by Member Andersen and seconded by Member Thompson that the Board remove Agenda Item #7 (Obsolete Equipment - Microscopes) from the Consent Agenda and approve the balance of the Consent Agenda as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Obsolete Equipment - Microscopes It was moved by Member Jensen and seconded by Member Wolf that the College contact area school superintendents to see if they could use these microscopes. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

President's Report: President Behrendt reported on the men's golf team and the ladies tennis team who qualified for nationals, the Honors Credit in Escrow program, the appreciation breakfast held for area counselors, the SVCC Y2K Compliance Plan, the Service Award Program to be held at noon on October 29, the Adjunct Faculty Recruitment program to be held in Morrison, the High School - College

Partnership meeting to be held on October 28th, and the Madrigal Dinner which will be held at the Brandywine on December 2 and 3.

College Catalog
Printing Bid
Award: It was moved by Member Yemm and seconded by Member Simpson that the Board approve the low bid of Phillips Brothers, Inc. of Springfield in the amount of \$10,860 for the printing of 10,000 copies of the College 2000 - 2002 catalog. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Investment
Policy 309.01
(First Reading): It was moved by Member Simpson and seconded by Member Thompson that the Board approve for first reading the revisions to Board Policy 309.01 - Investments. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Protection,
Health, and
Safety Projects: It was moved by Member Straw and seconded by Member Yemm that the Board approve the resolutions, budgets and certification statements for the Protection, Health, and Safety Fund projects to be forwarded to the Illinois Community College Board. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Annual Audit: Dick Wells of the College auditing firm was present and answered questions on the 1999 Audit Report. After the discussion, it was moved by Member Jensen and seconded by Member Wolf that the Board approve the 1999 Audit Report as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Closed Session: At 7:35 p.m. the Board adjourned to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, and pending litigation.

Regular Session: The Board returned to regular session at 8:10 p.m.

Administrative
Appointment: It was moved by Member Yemm and seconded by Member Thompson that the Board approve the administrative appointment of Linley V. White as Dean of Business, Technology and Natural Science, effective November 1, 1999 at a pro-rated salary of \$65,000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Student Support Services Counselor Appointment: It was moved by Member Thompson and seconded by Member Simpson that the Board approve the appointment of Lawrence E. Jackson as Student Support Services Counselor (Assistant Professor, Step 5) effective November 1, 1999 at a pro-rated salary of \$37,883. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Faculty Retirement: It was moved by Member Straw and seconded by Member Wolf that the Board approve the retirement request of Ruth A. Hedstrom, Associate Professor of Music, effective May 17, 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Board Resolution- Richard B. Groharing: It was moved by Member Wolf and seconded by Member Andersen that the Board approve a resolution commending Richard B. Groharing for his 18 years of service to the Sauk Valley Community College District #506. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye

Board Resolution- William B. Yemm: It was moved by Member Thompson and seconded by Member Andersen that the Board approve a resolution commending William B. Yemm for his 12 years of service to the Sauk Valley Community College District #506. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Re-organization Meeting: It was moved by Member Jensen and seconded by Member Straw that the Board approve the date of November 10th at 12 Noon for the re-organization meeting. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Mission and Shared Ethical Values Statements: It was moved by Member Jensen and seconded by Member Simpson that the Board approve the Mission and Shared Ethical Values Statements as presented. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Reports: Student Trustee Straw reported on the successful Blood Drive and the upcoming dance sponsored by the Student Government.

Page #4
October 25, 1999

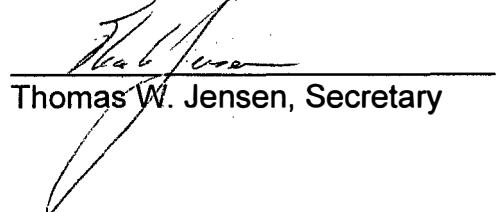
ICCTA Representative Thompson reminded the Board of the November ICCTA meeting to be held in Chicago.

Foundation Liaison Yemm reported that the next Foundation meeting was scheduled for Tuesday morning.

Adjournment: Since the scheduled business was completed, it was moved by Member Yemm and seconded by Member Wolf that the Board adjourn. The next regular meeting will be held on Monday, November 22, 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 8:40 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary



**SAUK VALLEY
COMMUNITY
COLLEGE**

IL Rte. 2, Dixon, IL 61021 • 815/285-5511

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ruth C. Bittner *RB*
DATE: October 25, 1999
SUBJECT: Medical Insurance Report

The revenue and expenses for the College's medical insurance plan year-to-date (ending June 30, 2000), are listed below. Please be advised that these amounts still include claims for retirees, COBRA participants and grant employees.

	Month of <u>Sep-99</u>	Plan Year <u>To Date</u>
Revenue	\$45,444.99	\$125,275.40
Expenses:		
Medical claims	(117,209.57)	(227,547.79)
Fixed Costs	(10,000.64)	(41,184.17)
Revenue in excess of expenses	(81,765.22)	(143,456.56)
Beginning Accumulated Medical Insurance Pool at July 1, 1999		<u>204,593.47</u>
Ending Accumulated Medical Insurance Pool at September, 1999		\$61,136.91

n

For Board Meeting of
October 25, 1999

Agenda Item D-7

OBSOLETE EQUIPMENT - MICROSCOPES

The administration would like to dispose of 13 used microscopes from the Health Careers area. In order for the College to dispose of these items the Board must declare them obsolete equipment.

RECOMMENDATION: Board declaration of these thirteen microscopes as obsolete equipment so that they can be sold to Segermark for \$570.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: October 14, 1999

TO: Dr. Behrendt

FROM: Deborah Hecht

RE: Obsolete Microscopes

Attached is a memo from Rosemary Johnson regarding the disposal of thirteen obsolete microscopes from the Health Careers area. I recommend the sale of these microscopes to Segermark Microscope Service, Inc. for \$570 as documented by the attached bid.

js

attachment



MEMORANDUM

DATE: October 13, 1999

TO: Dr. Hecht

CC: Nancy Breed

FROM: Rosemary Johnson *[Signature]*

SUBJECT: Obsolete equipment

Thirteen microscopes are obsolete and not being used. Attached is a bid for \$570.00 from Segermark Microscope Service, Inc. This is the only company that has offered to buy these microscopes from us.

I understand we need board approval in order to accept the bid.

Enc

SEGERMARK MICROSCOPE SERVICE, INC.

7843 Central Avenue
Morton Grove, Illinois 60053
(847) 966-3492

10-5-99

Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021
% Peggy White
Biology Dept.

Quote:

5-A.O. monocular microscopes with 3 objectives and mechanical stage.	\$50.00 each.	\$250.00
8- A.O. scopes as above, but with glide stages.	\$40.00 each.	\$320.00
	Total	\$570.00

Fred Segermark

For Board Meeting of
October 25, 1999

Agenda Item D-8

OBSOLETE EQUIPMENT - LIGHT POLES

The College has seven metal utility poles which were donated and do not fit any of our bases or support structures. In order for the College to advertise them for bid, the Board must declare them obsolete equipment.

RECOMMENDATION: Board declaration of these seven utility poles as obsolete equipment so that the administration can advertise for public bid and sell to the highest bidder.

TO: Ruth Bittner
FROM: Jim Frederick
DATE: October 19, 1999
SUBJECT: Excess Material

We have approximately seven metal utility poles, which are excess to our needs. These poles were donated to the college years ago and do not fit any of our bases or support structures. We have no projected use for these poles. We have had interest shown in the poles by two individuals and one offered as much as \$900 for the seven poles.

Request approval to sell these poles. We will advertise them for public bid and sell one or more of them to the highest bidder at a price that exceeds our minimum price.

For Board Meeting of
October 25, 1999

Agenda Item D-9

**FINAL CONSTRUCTION COMPLIANCE
CDB ROADWAY PROJECT**

Final completion of the Roadway Project has been certified as complete by the architects and the attached Statement of Final Construction Compliance is submitted for approval by the Board of Trustees.

RECOMMENDATION: Board approval of the attached Statement of Final Construction Compliance for the Roadway Project.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ruth C. Bittner *rob*
DATE: October 25, 1999
SUBJECT: CDB Roadway Project

Final completion on the Roadway Project has been certified by the architect/engineer, Willett, Hofmann & Associates, Inc., Dixon, Illinois. A Statement of Final Acceptance and Certificate of Substantial Completion for this Capital Development Board project are attached.

This project provided for the removal of the existing bituminous surface and applying primer and new bituminous hot mix in two applications to provide for a better riding surface and better drainage of the road surface. The budget for this Project was \$140,909 and approved by ICCB and IBHE under the Capital Renewal Grant.

I recommend Board approval of the Statement of Final Acceptance and Certificate of Substantial Completion for this project as attached.

n
att

State of Illinois
CAPITAL DEVELOPMENT BOARD

014-0796
**CERTIFICATE OF SUBSTANTIAL
COMPLETION**

CDB Project #: 810 - 084 - 007 Ph.-

Project: RESURFACE ROAD

Location: SAUK VALLEY COMMUNITY COLLEGE
DIXON, LEE COUNTY, ILLINOIS

Contractor:	<u>ROCKFORD BLACKTOP CONST. CO.</u>
Address:	<u>5290 NIMTZ ROAD</u>
	<u>LOVES PARK, IL 61111</u>
Contract No.:	<u>99-0523-81</u>
Contr. Work:	<u>ROAD RESURFACING</u>

SUBSTANTIAL COMPLETION: DATE: SEPT. 10, 1999

Complete Partial - List Areas Accepted _____

Substantial completion and warranty time periods affected are defined in the General Conditions of the Contract. All parties listed below have reviewed the work under this Contract and recommend issuance of the substantial completion. The Using Agency concurs with CDB's acceptance of the A/E's certification, will assume full possession and responsibility for the project or designated area, less punch list items, on the above listed Date of Issuance. All warranties will start the day of substantial completion, the exception being those on the punch list, which will start on the date of Final Acceptance. The responsibility of the Contractor for heat, light, other utilities and Builders' Risk Insurance, required by the Contract, ceases at the stated date of issuance. Other required insurance remains the Contractor's responsibility until the Certificate of Final Acceptance is issued.

PUNCH LIST:

A list of items to be completed or corrected, prepared by the Architect/Engineer, checked and augmented as required by the Prime Contractor or Construction Manager is appended hereto. The failure to include any item on such list does not relieve the Contractor of the responsibility to complete all work in accordance with the Contract documents.

The Contractor shall complete or correct the work on the punch list appended hereto by 9 / 15 / 99. The punch list consists of 0 items.

ROCKFORD BLACKTOP CONSTR. CO.

Contractor


Representative

9-28-99
Date

Coordinating Contractor

WILLETT, HOFMANN & ASSOC., INC.

Architect/Engineer

APM (Asbestos Projects Only)

SAUK VALLEY COMMUNITY COLLEGE

Using Agency

Representative

Date

Representative

Date

Representative

Date

Representative

10/25/99

Date

Attachments:

Punch List

G.W.B.

CDB Project Manager

Date

Springfield 217/782-2864
Chicago 312/814-6000
Carbondale 618/453-8232

FAX 217/782-8625 or 217/524-4208
FAX 312/814-2041
FAX 618/453-8233

FOR CDB USE ONLY

Name: _____

Project No.: _____

Contract No.: _____

C.F. Location: Contractor #7

State of Illinois
CAPITAL DEVELOPMENT BOARD

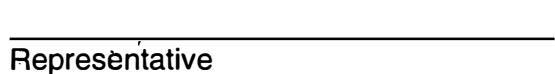
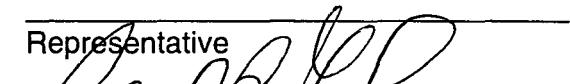
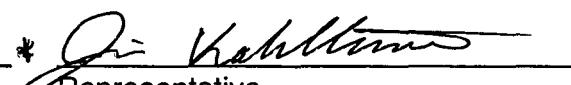
015-0197
**CERTIFICATE OF FINAL
ACCEPTANCE**

FOR CDB USE ONLY	
Name:	
Project No.:	
Contract No.:	
C.F. Locale:	
Contractor #7	

CDB Project #: 810 - 084 - 007 Ph.- Contractor: ROCKFORD BLACKTOP CONST. CO.
Project: RESURFACE ROAD Address: 5290 NIMTZ ROAD
Location: SAUK VALLEY COMMUNITY COLLEGE LOVES PARK, IL 61111
DIXON, LEE COUNTY, ILLINOIS
Date of Final Acceptance: SEPT. 15, 1999 Contract No.: 99-05-23-81
Notice of Award Date: _____ Contr. Work: ROAD RESURFACING

Final Acceptance shall certify that the work contained in the subject contract has been inspected by the parties listed below, that all punch list items on the Substantial Completion have been completed, that the contractor has fulfilled all his contractual obligations and guarantees have been accepted and may be authorized to receive final payment in full, including all retainage.

SIGNATURES

<u>WILLETT, HOFMANN & ASSOCIATES, INC.</u> Architect-Engineer (Firm Name)	<u>Representative</u> 	<u>Date</u>
<u>APM (Asbestos Projects Only)</u>	<u>Representative</u> 	<u>Date</u>
<u>SAUK VALLEY COMMUNITY COLLEGE</u> Using Agency	 <u>Representative</u>	<u>10/25/99</u> <u>Date</u>
<u>Coor. Contractor (when applicable)</u>	<u>Representative</u>	<u>Date</u>
<u>ROCKFORD BLACKTOP CONST. CO.</u> Contractor	 <u>Representative</u>	<u>9-28-99</u> <u>Date</u>
	<u>CDB Project Manager</u>	<u>Date</u>

Springfield	217/782-2864	FAX 217/782-8625 or 217/524-4208
Chicago	312/814-6000	FAX 312/814-2041
Carbondale	618/453-8232	FAX 618/453-8233

For Board Meeting of
October 25, 1999

Agenda Item D-10

**FINAL CONSTRUCTION COMPLIANCE
STEAM COIL REPLACEMENT PROJECT**

Final completion of the Steam Coil Replacement Project has been certified as complete and the attached Statement of Final Construction Compliance is submitted for approval by the Board of Trustees.

RECOMMENDATION: Board approval of the attached Statement of Final Construction Compliance for the Steam Coil Replacement Project.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Ruth C. Bittner *PLB*

DATE: October 25, 1999

SUBJECT: Protection, Health and Safety Project

Final completion on the Steam Coil Replacement Project has been certified by the architect/engineer, FGM, Inc., Oak Brook, Illinois. A Statement of Final Construction Compliance for this protection, health, and safety project is attached.

This project provided for the replacement of steam heating coils and steam pressure reducing valves to prevent equipment failures during the heating season. This project was funded by the protection, health and safety tax levy with an approved budget of \$222,750. The final cost of \$160,650.18 was under budget by \$62,099.82.

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

n
att

Protection, Health and Safety Project**Statement of Final Construction Compliance**

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

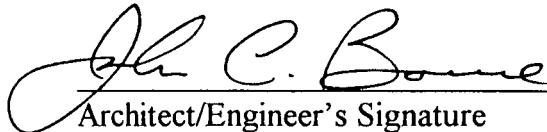
John C. Bouse P.E.
Gage Consulting Engineers, Inc.
1100 Jorie Boulevard
Oak Brook, Illinois 60523

Final cost of the project:

Approved Budget \$ 222,750.

Actual Cost \$ 160,650.18

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



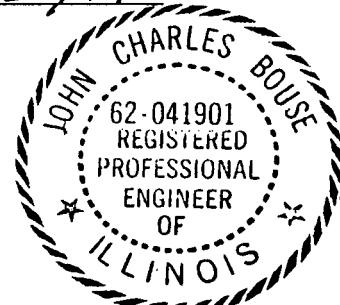
Architect/Engineer's Signature

62-041901

Illinois Registration or License Number

08/29/99

Date



Approved by the Sauk Valley Community College Board of Trustees

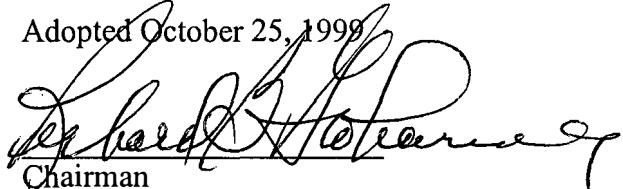
Date October 25, 1999

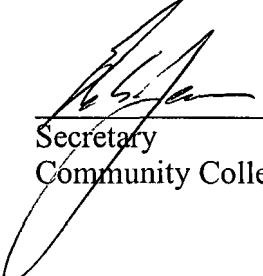
Signed Charles J. Wharey Chairperson

Paula Johnson, Secretary

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

Adopted October 25, 1998


Richard B. St. Pierre
Chairman
Community College District 506


Michael J. Hagan
Secretary
Community College District 506

424.01 Tutoring Policy

Tutorial classes may be offered with the approval of the appropriate Vice President. The rate of compensation for tutorial courses at Sauk Valley Community College shall be established at 70% of the average combined total of tuition and ICCB apportionment as calculated in the annual college budget. The rate, once determined, will then be applied for the subsequent fall semester through the following summer session. Tutorial assignments shall be voluntary on the part of the faculty.

424.02 Summer School Policy

Summer school shall be held at the discretion of the Board of Trustees. The final decision for the continuation or cancellation of each class will rest with the instructional Vice President.

1/14/80

3/23/87

425.01 Early Retirement

The College provides for an early retirement incentive program as follows:

Eligibility - This program shall be open to all full-time College employees a) who are at least fifty-five (55) years of age but who have not reached sixty (60) years of age *on the date of retirement*, b) who have ten (10) or more years of service at Sauk Valley Community College, and c) who have been employed by the College on a full-time basis during each of the two (2) years preceding the date which their early retirement shall commence.

Application Procedures - A written request to participate in the retirement incentive program must be submitted and received by the President of the College no later than March 1st of the year prior to the year of actual retirement.

Provisions - A leave of absence will not be considered as years of service for the purpose of determining eligibility for early retirement.

In the event of death of the early retiree prior to the effective date of retirement, the College shall have no obligation to make any remuneration under this plan.

Incentive - The College will make a payment to the retiree calculated on the retiree's contractual base salary as of the effective date of retirement, based upon the participant's age *on the date of retirement*. The contribution percentage shall be calculated under the following provision:

A lump sum payment, based upon age and a percentage of retiree's base contractual salary, as listed below:

<u>Age</u>	<u>Percentage</u>
55	45%
56	40%
57	35%
58	30%
59	25%

The lump sum payment will, at the retiree's option, be paid either as of the effective date of the retirement or as of January 31 following the actual date of retirement.

Base contractual salary is further defined for:

Instructional Staff - base contractual salary to be received from the College for the academic year.

Administration and Support staff - computation for early retirement incentive is based upon base contract salary to be received from the College during the fiscal year (12 month) contract or other pro-rated contracts as appropriate.

Base contract salary shall not include summer school pay, overload pay, overtime pay or other non-regular salary or earnings. An employee may not participate in the College's early retirement plan and also participate in any other state early retirement incentive plan. If any other state early retirement incentive plan is elected the College plan shall not be available. For the purpose of this paragraph, a state early retirement "incentive plan" is defined as any state retirement plan which requires the College to pay more dollar benefits on behalf of an individual employee than is required under the normal SURS early retirement plan without discount, *as provided in 40 ILCS 5/15-136.2.*

The number of retirees retiring under this policy may be limited by the College Board depending upon budgetary conditions but shall not be limited to less than 15% of those eligible per year. The right to elect early retirement hereunder shall be allocated on the basis of priority of receipt by the College of notice of intent to retire in the event early retirement limitations must be applied.

1/23/84
3/23/87
11/22/93
5/27/97

Moore, Aldrich punch their ticket to Nationals

SVN Sports Staff

ROSCOE — It was a career weekend for a pair of Sauk Valley Community College Golfers at the Ledges Golf Course in Roscoe Illinois.

Sterling High School graduates Justin Moore and Eric Aldrich qualified for the National Junior College Region 4 National Tournament to be held in College Station, Texas next June by finishing 11th and 15th respectively at the Region 4 Golf Championships on Friday and Saturday.

Moore carded rounds of 79-75 on the par 72 layout to come in 11th and earn All-Region honors. Aldrich fired an opening round 73, and held on with a closing 83 to take the final spot to nationals.

"We're real happy to get these two guys to nationals, but we're also a little

Sauk Golf

disappointed that we couldn't get the team there," said Sauk coach James Stewart. "But the Sterling connection got the job done. Eric struggled today and battled to just get in. Justin was just the opposite. He struggled a bit on Friday, but played a great back nine Saturday to get to Nationals.

"These two guys are not just happy to make it, they both have the ability to make All-American once we get down there."

The Skyhawks finished fifth as a team in the 12 team field with a score of 640.

Scott Hill fired rounds of 79-86, while teammate Kasey Paul carded rounds of 85-80.

Illinois Valley Community College took team honors with a score of 604. Lake County was second with 622.

Skyhawks headed to Nationals

SVN Sports Staff

PALATINE — The Sauk Valley Community College women's tennis team assured itself of a third trip to its national tournament in four seasons by finishing second at the Women's Region IV Division II Championships held Saturday at Harper College.

The Skyhawks finished with 14 points, grabbing second place in four divisions. The College of Lake County took the overall team title with 27 points, finishing first in all nine divisions. The top two teams Saturday qualified for the national tournament to be played May 5-12 in Tucson, Ariz. It was Sauk Valley's victories over IV that proved the difference between a trip to the desert next spring or staying home.

"We ended Friday trailing Illinois Valley, but we pulled ahead Saturday," said Sauk Valley coach Sara Kipping.

"Our team played the best tennis that it has played all year."

At No. 1 doubles, Sky Hawks Diana Neel and Mindy Wallin topped Suzanne Carademoulis and Christine Ries (Oakton), 6-3, 0-6, 6-3 in the semifinals. Then the SVCC duo landed in second place, losing to

Sauk Tennis

Hanna Kazakevich and Heather Lawrence (LC), 6-0, 6-0 in the finals. Neel and Wallin had earlier downed Lindsey Hammers and Melissa Poulakos (IV), 7-6, 4-6, 7-6 in the first round.

At No. 2 doubles, Liz Maxwell and Brooke Cox (SV) beat Theresa Marynus and Pavly (IV), 7-5, 7-6 (11-9) in the semifinals. Maxwell and Cox lost to Julia Kandratouskaya and Gottschalk (LC), 6-1, 6-0 in the finals and took second.

At No. 4 singles, Sauk Valley claimed a second-place finish after Maxwell downed Amanda Pavly (IV), 6-7 (2-7), 6-3, 6-0 in the semifinals.

Maxwell then lost to Heather Lawrence (LC), 6-1, 6-0 in the finals.

At No. 5 singles, Wallin (SV) defeated Sophie Atuyer (Elgin), 6-4, 7-5 in the semis and then settled for second, losing to Michelle Gottschalk (LC), 6-0, 6-0 in the championship match.

The Skyhawks claimed third place in four divisions. At No. 2, 3, and 6 singles and at No. 3 doubles as well.



SAUK VALLEY COMMUNITY COLLEGE

Office of Admissions
 173 IL Rt. 2, Dixon, IL 61021
 (815) 288-5511 ext. 273

MEMO

Date: October 19, 1999

To: Dr. Joan Kerber

From: Cindy Alfano/Janet Matheney

RE: Honors Credit in Escrow Summary Report

Cc: Dr. Deborah Hecht, Mike Seguin

The Honors Credit in Escrow program has recently completed its second series of courses designed to assist academically talented high school seniors to jump-start their college education. Thirty-four (34) students participated in the 1998-99 cohort. The chart below reflects enrollment statistics for completed program courses for these students.

Semester	Course	Instructor	Enrollment	Credit Hours
Summer '98	PSY 103	Ralph Pifer	32 Students	96 Hours
Fall '98	ENG 101	Deb Hill	27 Students	81 Hours
Spring '99	ENG 103	Hecht/Kossallari	11 Students	33 Hours
Intersession '99	SPE 131	Deb Hill	8 Students	24 Hours
Summer '99	HUM 210	Kris Murray	6 Students	18 Hours
Total				252 Hours

In addition to Honors Credit In Escrow course offerings, some students chose to take other courses or additional courses beyond this program. Participating students enrolled in 14 additional SVCC classes resulting in 48 credit hours.

Beyond the classroom, students in this program participated in a welcome dinner/banquet, study groups, registration meetings, pizza gatherings and a course field trip to enhance their experiences at SVCC.

In addition to the 252 hours these 1998-99 students took at SVCC, we are pleased to note that 18% (six) of them decided to continue their education at Sauk rather than start at a four-year college.

We are in the process of contacting all students who participated in the 1998-99 Honors Credit In Escrow program for the purpose of conducting follow-up surveys.

HIGH SCHOOL COUNSELOR APPRECIATION BREAKFAST

AGENDA

Welcome

- ❖ Introduction of New Staff, ***Dr. Joan Kerber***

Sauk Highlights

- ❖ Student Ambassador Program, ***Cindy Alfano, Lesley Frederick and Student Ambassadors***
- ❖ Illinois Virtual Campus and Distance Learning, ***Al Pfeifer***
- ❖ Financial Aid Update, ***David Peterson***
- ❖ Dual Admission Programs, ***Janet Matheney***

Informational Updates

- ❖ College Night on November 2nd from 6:30-8:30 p.m.
- ❖ TGIF program
- ❖ Illinois Articulation Initiative
- ❖ Honors Credit In Escrow
- ❖ Rock River Guidance Association meeting on Monday, October 18 at 5:30 p.m. at Brandywine Coffeehouse

Questions

Sauk Valley Community College Y2K Plan

1. Create Awareness

In the fall of 1998, senior management established a Y2K team to guide the College into the new millennium. The members of the committee are:

Jim Frederick, Director of Building and Grounds
Paula Meyer, Business Manager
Alan Pfeifer, Director of Computing and Instructional Technology
Walt Clevenger, Dean of Information Technology, Project leader

Prior to the forming of the Y2k team, all of the areas had started making plans for year 2000.

While the College did not budget a separate Y2K account, the monies are coming out of normal operating accounts. There were no minutes taken at the meetings.

2. Assess the Problem

The team developed a list of equipment and software (see appendix A) that might have Y2K problems. Each member of the committee researched and has remediated any Y2K problems.

The items that had the highest amount of impact on the College

- Physical plant (heating and that the generator works)
- All modules of College's administrative computer system work
 - SCT Banner
 - HP hardware and software
 - Microcomputer Hardware and Software

3. Replace or Renovate the Systems

Administrative Software

About five years ago, the College changed from developing their own in-house administrative system to purchasing a package. The college is running the Banner software package supported by SCT. SCT is responsible for Y2K compliance. The College continues to apply patches when defects are posted that affect the modules of the software (see appendix B).

4. Test and Validate the Program

The Y2K task force has talked to two community college, in the State of Illinois (Black Hawk College and John Wood) regarding the result of their testing of the Banner product . Both of these colleges said that there were no problems with the SCT products related to Y2K. Being that these colleges were bringing in a new server, it was easier to turn the clock to the year 2000 and test the Banner software. The testing and validation did not affect production data, file dating parameters relative to the operating system, or application programs.

Relative to the testing and validation of the College's administrative software system in Year 2000, the SVCC is relying on vendor's Y2K compliance statement and proxy statements/conversations.

5. Contingency Plan

Admissions and Records The Information Systems area will generate class lists and course tallies between December 20 and December 31, 1999. The College would then be able to register students in a manual mode in case there were any problems with the Banner Student module.

Financial Aid: Using paper files, Standards of Progress reports from the fall 1999 term and programs from the Department of Education, the College could function.

Payroll: The College has the ability to duplicate its last payroll. Any adjustment in the payroll would be made once the system is fixed. The College is considering running W2s and 1099s prior to year end.

Accounts Payable: Those checks that had to be created would be done manually.

Facilities Assuming that the College has natural gas, it could generate electricity. If there is no natural gas and the college has electricity, then it could convert to burning oil for heat.

APPENDIX A

Inventory of Hardware and Software

Year 2000 Inventory					
Sauk Valley Community College					
Year 2000 Steering Committee					
Item	Vendor	Model	Software level	Quantity	Status
Banner	SCT				compliant
Student 3.1	SCT		3.2.4		
Human Resources 3.1	SCT		3.1.3		
Financial Aid 3.3	SCT		3.6		
Finance 3.0	SCT		3.2		
General 3.1	SCT		3.1.1		
Account receivable 3.0	SCT		3.2		
Financial Aid EDE	Federal				compliant
Oracle Database	SCT		7.3.4		compliant
HP ux 10.20	HP		10.2		compliant
Novell Version	Novell				compliant
Windows NT 4.0 server	Microsoft				compliant
Windows NT 4.0 Client	Microsoft				compliant
JPS	Deltec				compliant
Transcend	3-COM				
Backbone Software	3-COM				
Hubs	3-COM				not applicable
Office Software					
Word Processing	Microsoft	Office 97			compliant
Word Processing	Corel	Corel Suite			compliant
Distance Learning					
Compressed Video					compliant
Satellite Receivers					compliant
Instructional programs					
Write Place	Mac				compliant
Computing Labs	IBM				compliant
Telephone Switch	Lucent				
Telephone Sw. Software	Lucent				compliant
Voice Mail					compliant
Call Accounting					compliant
Automatic Teller Machine	Bank				compliant

10/19/99

LRC					
Wilson Guide					
Cooperative Catalog	NILS				phase out
Security System	3-M				not applicable
Circulation System	TLC				compliant
Copiers	XEROX				compliant
Embedded Systems					
Heating					compliant
Elevators					compliant
Book Store					
Cash Register					compliant
Bar Code Generator					compliant
Bar Code Reader					compliant
Operations and Maintenance					
Postage Meter					compliant
Business Office					
Credit Card Scanner					compliant
Copy Machines					
in Office	SBM				compliant
in Hallway	Xerox				compliant
Fax Machines	Okidata				compliant
Calculators	SBM				
Cafeteria					
Microwave Ovens					compliant
Games & Vending Machines					compliant
Steering Committee					
Contingency					
Total					

APPENDIX B

SCT Banner
HP
Oracle
Commonwealth Edison
etc.

For Board Meeting of
October 25, 1999

Agenda Item F-1

COLLEGE CATALOG PRINTING BID AWARD

The College received five sealed bids for the printing of the 2000-2002 College catalog. The low bid of Phillips Brothers, Inc. of Springfield, IL in the amount of \$10,860, meets bid specifications and Vice President Bittner is recommending the acceptance of this low bid.

RECOMMENDATION: Board approval to accept the low bid from Phillips Brothers, Inc. for the printing of 10,000 copies of the 2000-2002 College catalog at a cost of \$10,860.



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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Ruth C. Bittner *RB*

DATE: October 25, 1999

SUBJECT: Bid for Printing of 2000-2002 College Catalog

After due advertisement, the College received five sealed bids for the printing of the 2000-2002 College catalog. The bid opening information sheet is attached. The low bid of \$10,860 from Phillips Brothers, Inc. (Springfield, IL) meets bid specifications.

The College budgeted \$20,000 for the printing of the catalog, which allows for any changes or additions to the original bid price. The last College catalog (1998-2000) printed by Creasey Printing Services in 1998 was for 10,000 copies at a total cost of \$17,370.

I recommend acceptance of the bid of \$10,860 from Phillips Brothers, Inc. (Springfield, IL) for the printing of 10,000 copies of the 2000-2002 College catalog.

n
att

SAUK VALLEY COMMUNITY COLLEGE

BID OPENING – COLLEGE CATALOG

October 14, 1999 - 2:00 p.m.

Present for Bid Opening: Ruth Bittner, Jim Frederick, and Nancy Breed,

<u>Name of Bidder</u>	<u>Total Bid</u>
Phillips Brothers, Inc. Springfield, IL	\$10,860
Creasey Printing Services Springfield, IL	14,774
M&D Printing Henry, IL	15,256
Continental Press Loves Park, IL	16,497
Tan Books and Publishers, Inc. Rockford, IL	16,654

For Board Meeting of
October 25, 1999

Agenda Item F-2

INVESTMENT POLICY 309.01 (FIRST READING)

The Public Funds Investment Act of the State of Illinois was amended in July 1998 to require that all public agencies in the state develop an investment policy containing certain specific clauses. The policy has to be implemented by January 1, 2000.

Since there are significant differences between our current policy and the required clauses, Attorney Pace has chosen to completely rewrite the entire policy.

RECOMMENDATION: Board approval for first reading of Board Policy 309.01 Investment Policy.



**SAUK VALLEY
COMMUNITY
COLLEGE**

IL Rte. 2, Dixon, IL 61021 • 815/289-9511

MEMORANDUM

TO: Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: October 19, 1999

SUBJECT: Investment Policy

Attached is a proposed Investment Policy designed to replace current Board Policy 309.01. It is presented this month for first reading.

The Public Funds Investment Act of the State of Illinois was amended in July 1998 to require that all public agencies in the state develop an investment policy containing certain specific clauses. The policy has to be implemented by January 1, 2000.

Sauk Valley Community College's existing policy speaks to many of the required issues already, but there are enough significant differences that Attorney Pace and I have chosen to completely rewrite the policy rather than just make a few adjustments. We based the rewrite on model policies distributed by several organizations in the state, including the State Treasurer's Office. We have not changed the essence of the current policy; instead, we incorporated its intent into the new format.

I recommend that the Board approve for first reading Board Policy 309.01 Investment Policy.

309.01 Investment Policy

Current

Responsibility - The investment of College funds shall be the responsibility of the College Treasurer in accordance with this policy and with the laws of the State of Illinois. The report of the status of investments shall be presented to the Board of Trustees on a monthly basis.

Standards and Process - The primary concern for the investments for Sauk Valley Community College shall be the strength of the security for the investment. After the sufficiency of the security has been evaluated and deemed satisfactory, then the liquidity and the rate of return shall be considered.

The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing tax-exempt municipal bonds rated AAA or better by a nationally recognized bond rating company, which are purchased or sold solely for purposes of the Insurance Reserve Fund Bond now registered or hereafter registered in the name of the College.

Security - Investments will be limited to those permitted by law. All Certificates of Deposit in excess of \$100,000.00 and all Repurchase Agreements must be adequately collateralized. Collateral must be held by a third party. No one institution shall have more than 50% of the College's invested funds at any one time.

Only sound financial institutions within the Sauk Valley Community College District shall be used as a depository of investment funds. The institution must be federally insured.

Liquidity - Maturity should be staggered to assure the availability of cash when needed and to facilitate interfund borrowing.

Return - The College should maximize its investment return, subject to the foregoing restrictions.

Other Investments - Investments other than the foregoing may be made with only the specific authorization of the Board of Trustees of the College.

3/23/87

5/24/93

4/28/97

309.01 Investment Policy

Proposed

SCOPE OF POLICY

This Investment Policy applies to the investment activities of any funds which are or may come under the jurisdiction of the College. Investments made under the College investment policy in force at the time of the adoption of this policy shall be permitted to mature if they conformed with the old policy but not with this policy and if the College would sustain a loss if it was sold prior to maturity. Anything in this policy notwithstanding, the mandates of Illinois Compiled Statutes shall take precedence over this policy except where this policy is more restrictive.

A. OBJECTIVES

The purpose of the College's Investment Policy is to establish cash management and investment guidelines for the stewardship of the public funds that are under the jurisdiction of the College. The specific objectives of this Policy are:

1. Safety - The safety of principal and the security of monies, whether on hand or invested, shall be the primary concern of the Treasurer in selecting depositories or investments.
2. Liquidity - The investment portfolio shall remain sufficiently liquid to meet the College's reasonably anticipated operating requirements.
3. Return - To the extent consistent with safety and the restriction imposed by this policy, the Treasurer shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restriction on investment.
4. Local Considerations - The Treasurer shall use sound federally insured depositories located within the College District provided that the aforescribed objectives are met, and such investments would be in compliance with all other conditions and limitations of this Investment Policy.

B. GUIDELINES

To assist in attaining the stated objectives, the following guidelines shall be observed:

1. Investments shall be undertaken in a manner that seeks to insure preservation of capital in the overall portfolio. To avoid unreasonable risks, diversification of investments is required. No one institution shall have more than 50% of the College's invested funds at any one time.

2. The portfolio should remain sufficiently liquid to meet operating requirements, which may be reasonably anticipated. Cash flows shall be reviewed quarterly.
3. Investments shall be limited to those permitted by law, to the extent this policy is not more restrictive than the law.
4. All funds shall be deposited/invested within three working days.
5. When appropriate, investments shall be selected on the basis of competitive bids.

C. DIVERSIFICATION

Diversification of the investment portfolio shall be consistent with the Objectives described in Paragraph A.

D. RESPONSIBILITY

Investment of all funds under the control of the College is the direct responsibility of the Treasurer. The Treasurer shall be responsible for all transactions and shall establish a system of controls for all authorized subordinates who are directly involved in the assistance of such investment activities.

E. PERFORMANCE MEASURES

The use of U.S. Treasury bills, average Fed Fund rate, IPTIP, or other stable markets can be used to determine whether market yields are being achieved.

F. PERIODIC REVIEW

The Treasurer shall establish annual independent review for internal control, which assures compliance within the Investment Policy. This will be accomplished with the College's external auditors.

G. REPORTING

All investment transactions shall be recorded by the Treasurer or the Treasurer's staff. A report listing all active investments, location of investments, maturity of investments, interest rate and other pertinent information deemed necessary will be submitted monthly to the Board.

H. INVESTMENT VEHICLES

1. Except as may be further limited by these policies, the Treasurer shall limit investments of College funds to those permitted in Illinois Compiled Statutes, 30 ILCS 235/2. A summary of allowable securities follows:
 - a.) Notes, bonds, certificates of indebtedness, treasury bills, or other securities, which are guaranteed by the full faith and credit of the United States of America.
 - b.) Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
 - c.) Interest bearing accounts, certificates of deposit or interest bearing time deposits or any other investment constituting direct obligations of any bank as defined by the Illinois Banking Act.
 - d.) Short-term obligations (corporate paper) of corporations organized in the United States with assets exceeding \$500,000,000 if (a) such obligations are rated at the time of purchase within the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, and (b) such purchases do not exceed 10% of the corporation's outstanding obligations or (c) in money market mutual funds registered under the Investment Company Act of 1940.
2. The Treasurer is authorized to purchase or sell, assign and endorse for transfer, certificates representing Illinois or Illinois municipal corporation tax exempt bonds rated AAA or better by a nationally recognized bond rating company which are purchased solely for purposes of the Insurance Reserve Fund Bond now registered or which may be hereafter registered in the name of the College.

I. FINANCIAL INSTITUTIONS

The College, with the advice of the Treasurer, shall select which financial institutions will be eligible depositories for the College District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this Investment Policy, may request to become a depository for the College funds. The College will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

J. COLLATERALIZATION OF DEPOSITS

1. To meet the objective of safety of capital, the Treasurer will always require deposits in excess of the Federally insured amount to be appropriately collateralized to the

extent of One Hundred and Ten Percent (110%) and such collateralization shall be evidenced by an approved written agreement.

2. Eligible collateral instruments and collateral rates (market value divided by deposit) are as follows:

- a) Negotiable obligations of the United States Government; = 110%
- b) Negotiable obligations of any agency or instrumentality of the United States Government backed by the full faith and credit of the United States Government; = 110%
- c) Negotiable obligations of the State of Illinois which are rated A or better by Moodys or Standard and Poors; = 110%
- d) Negotiable obligations of “the College” which are rated A or better by Moodys or Standard and Poors. = 110%

3. Maturity of acceptable collateral shall not exceed 120 months.

4. The ratio of fair market value of collateral to the amount of funds secured shall be reviewed weekly and additional collateral will be requested if the ratio declines below the level required.

5. Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this the securities will be held at a safekeeping depository as approved from time to time by the Treasurer.

Safekeeping will be documented by an approved written agreement. Substitution, exchange or release of securities held in safekeeping may be done upon two (2) days prior written notice to the Treasurer.

When collateral is extended, the Treasurer should receive a copy of the financial institutions board minutes, indicating the board of director's approval.

K. SAFEKEEPING OF SECURITIES

Unless held physically by the Treasurer, all securities shall be kept in appropriate third party safekeeping. The Treasurer will have the sole responsibility for selecting safekeeping agents. Safekeeping will be documented by an approved written agreement.

L. INDEMNIFICATION

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

In maintaining its investment portfolio, the Treasurer shall avoid any transaction that might impair public confidence in the College.

The above standards are established as standards for professional responsibility and shall be applied in the context of managing the portfolio.

Treasurer and employees of the Treasurer acting in accordance with this Investment Policy and procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

M. SECURITY CONTROLS

Only the Treasurer is authorized to establish financial accounts for the College. At all times either the Treasurer, singly or two, jointly, of two or more signatories as designated by the Treasurer should be authorized to sign on financial accounts of the office of the Treasurer. Authorized signatories are NOT permitted to reconcile bank accounts at any time.

N. THE CORRUPT PRACTICES ACT

The Illinois Compiled Statutes govern ethics.

O. BONDING

The Treasurer and all employees shall be bonded for the benefit of the College for an amount determined to be reasonable. The surety shall be a corporate surety company.

P. CAPTIONS AND HEADINGS

The captions and headings used herein are for convenience of reference only and do not define or limit the contents.

For Board Meeting of
October 25, 1999

Agenda Item F-3

PROTECTION, HEALTH AND SAFETY PROJECTS

The 1999 Protection, Health, and Safety Fund levy will yield approximately \$596,987 and the administration is recommending the following projects:

Exterior Concrete Surface Repair - Phase II

Temperature Control Replacement Project

Asbestos Abatement
(Conference Room 2K2 and Various Other Locations)

Tennis Court Renovation

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



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Dr. Richard Behrendt
FROM: Ruth C. Bittner *DOB*
DATE: October 25, 1999
SUBJECT: Protection, Health & Safety Projects

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

1. **Exterior Concrete Surface Repair – Phase II** – Over the past several years numerous cracks have appeared in the exterior building beams and Dryvit exterior surface, with some Dryvit having fallen off to expose concrete. The current gable cap in place is not adequate to prevent rain infiltrating from the exposed beams and exterior walls into the building interior. Phase Two scope of work incorporates the completion of work necessary to protect the major portion of the concrete structure and extend the life of the facility. Projected budget - \$193,111.
2. **Temperature Control Replacement Project** – The temperature control system serving the building is original equipment which is currently functioning well. The College is able to obtain replacement parts for the pneumatic portion of the system, however, it has become difficult to replace many of the existing control components in the electronic side of the system. Given the age of the system and the possibility of breakdown, this project will replace the existing temperature control system computer, interconnecting wiring, software and interface panels with new equipment. The new system will also allow for lighting controls for the exterior and mall lighting fixtures. Finally, the system will allow for variable speed drives for the cooling tower motors and main generator radiator. These modifications will allow the College to realize energy savings through reduced horsepower to low loads. Projected budget - \$329,076.
3. **Asbestos Abatement – Conference Room (2K2) and Various Other Locations** – The proposed project will consist of the asbestos abatement of the spray-on acoustical material in Room 2K2 as well as maintenance and repair of the acoustical materials at various other locations throughout the College. Currently the asbestos material located between the concrete beam supports has the potential to delaminate due to building age and periodic water infiltration. The entire ceiling in Room 2K2 will be abated, with the remainder of the work occurring when maintenance and repair of the acoustic material is required. Upon completion of the asbestos abatement, the exposed concrete surface will be sprayed with an encapsulant compound to minimize future potential airborne asbestos fibers and a new non-asbestos sound attenuation material applied. Projected budget - \$74,800

4. **Tennis Court Renovation** – The Board and ICCB approved the tennis court renovation in 1998 in the amount of \$176,764 to be paid out of existing Protection, Health and Safety Funds. The College architect, Burnidge Cassell, evaluated the original project and determined that additional work was required to ensure that the tennis courts meet national standards for tennis competition at the College level. This additional request for funds will also be paid from existing Protection, Health and Safety Funds. Additional Funding Request - \$70,938.

The 1999 Protection, Health and Safety Fund levy, payable in 2000, will yield approximately \$596,987. (The total project request on the resolution, \$844,689, includes the \$247,702 tennis court project that will be paid for out of Protection, Health and Safety funds leftover from previously completed projects.) The College has levied the maximum five cents for this fund for several years. Protection, Health and Safety Projects must be at least \$25,000 and require ICCB approval. A copy of the most recent proposed project listing is attached.

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

n
att

**SAUK VALLEY COMMUNITY COLLEGE
PROTECTION, HEALTH AND SAFETY PROJECTS (TAX LEVY)**

October 25, 1999

PROJECT	Approved Budget	Projected		Subtotal per Year	Levy Payable
		Completion- Calendar Year	(A)		
1 ADA Accessibility Modifications	226,900	1998	(A)		
2 Door Hardware (safety)	98,300	1998	(A)		
3 Energy Efficiency Lighting	375,200	1998	(A)		
4 Chiller Rooms and Theater Asbestos Removal, and Replace Curtain	200,000	1998	(A)	575,200	481,000
5 Repair Cooling Towers	54,040	1998	(A)		
6 Walkway Lighting Repairs	26,861	1998	(A)		
7 Retaining Wall Repair	51,128	1998	(A)		
8 T-3 Roof Repair	40,889	1998	(A)		
9 Well House Roof Membrane	40,960	1998	(A)		
10 Repair Building Perimeter Cracks	226,584	1998	(C)		
11 Tennis Courts	176,764	1998	(C)	617,226	510,000
12 Egress Corrections - West Wing, Second Floor	208,375	1999	(C)		
13 Replace Steam Coils and Valves	222,750	1999	(A)		
14 Exterior Masonry Wall & Retaining Wall Repair - Phase II	113,634	1999	(C)	544,759	548,140
15 Replace HVAC Controls	329,076	2000	(D)		
16 Asbestos Abatement-(1K4, theater)	74,800	2000	(D)		
17 Exterior Concrete Surface Repair, Phase II	193,111	2000	(D)		
18 Tennis Courts-revision	70,938	2000	(D)	667,925	596,987
19 Chilled Water Loop	505,000	2001			
20 Replace Roof Over Admissions	50,000	2001			
21 Repair Sidewalk Heating System	45,000	2001		600,000	627,656
22 Replace Chiller	375,000	2002			
23 Repair Primary Electrical System	260,000	2002		635,000	671,495
24 Asbestos Abatement in Gym	300,000	2003			
25 Replace Chiller	375,000	2003		675,000	718,500
				4,315,110	3,435,278
(A) Project complete and/or pending close-out.					
(B) Project approved by SVCC Board, ICCB and IBHE- contract awarded.					
(C) Project approved by SVCC Board, ICCB and IBHE - currently under design.					
(D) Project to be approved by SVCC Board at 10/25/99 meeting for 1999 Tax Levy					

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

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

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

WHEREAS, the projects recommended for repair and alteration are:

Exterior Concrete Surface Repair – Phase II	\$193,111.00
Temperature Control Replacement Project	329,076.00
Asbestos Abatement – Room 2K2 and Other Locations	74,800.00
Tennis Court Renovation (revised)	247,702.00
	<u>\$844,689.00</u>

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

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

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

Exterior Concrete Surface Repair – Phase II
Temperature Control Replacement Project
Asbestos Abatement – Room 2K2 and Other Locations
Tennis Court Renovation (revised)

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

Adopted October 25, 1999

Chairman
Community College District 506

Secretary
Community College District 506

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District 506
Contact Person Jim Frederick Phone # 815/288-5511 ext. 299
Project Title Exterior Concrete Surface Repair - Phase II
Project Budget \$ 193,111.00 Date October 12, 1999

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

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

Section I (submit for ALL project approval requests)

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

Section II

Section III

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

October 11, 1999

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

PROTECTION HEALTH AND SAFETY PROJECT
SCOPE -Exterior Concrete Surface Repair - Phase Two

Provide a detailed description identifying the scope of the project.

Over the past several years numerous cracks have appeared in the exterior building beams and in the applied Dryvit exterior surface. In some areas the dryvit has spalled off, exposing the concrete. The soft gable cap, now in place, is not adequate to prevent rain infiltrating the beams and exterior walls and migrating in to the building interior.

Phase Two scope of work incorporates the completion of work necessary to protect the major portion of the concrete structure and extend the life of this facility.

Phase Two will entail pressure washing, caulking, patching and the application of two coats elastomeric coating to seal the concrete surface of the 2nd and 3rd floor sun screen beams and the exterior wall. The area of work extends from column line M on the north façade to the east end of the building, the entire east end of the building and the south façade from the east end to column line E. The purpose of the work described herein is to provide a waterproof barrier on all surfaces requiring this attention.

October 11, 1999

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

PROBABLE COST OF CONSTRUCTION
Exterior Concrete Surface Repair – Phase Two

Pressure wash, caulk small cracks, patch Dryvit where required
and apply two 7mil coats of elastomeric finish to concrete
surfaces of approximately 55,495 sq. ft.

\$149,836.00

Architect Overhead

14,609.00

\$164,445.00

Burnidge Cassell

A s s o c i a t e s

Attachment #1

Project Budget

Check One:

- New Construction**
- Remodeling**

Project Name _____

Land
 Site Development
 Construction (including Fixed Equipment)
 Mechanical
 Electrical
 General Conditions
 Contingency (10%)
 A/E Professional Fees

Total

<u>Budget Amounts</u>		
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	N/A
Site Development	_____	N/A
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name Exterior Concrete Surface Repair

Project Costs
 Contingency
 A/E Professional Fees

Total

<u>Budget Amounts</u>	
	\$164,445.00
	\$ 16,033.00
	\$ 12,633.00
Total	<u>\$193,111.00</u>

Attachment #2
Funding Source

District/College Name Sauk Valley Community Center College District 506
Project Name Exterior Concrete Surface Repair - Phase II

Check the source(s) of funds:

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

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

Protection. Health, and Safety Tax Levy (ILCS 805/3-20.3.01) _____ .015 Tax rate/fiscal year: _____ 2000

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

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

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

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

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

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) X _____

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____

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

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

Approved by the Sauk Valley Community College Board of TrusteesDate October 25, 1989Signed Chairperson, ChairpersonSecretary, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

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

Charles H. Burnidge

Architect/Engineer's Signature

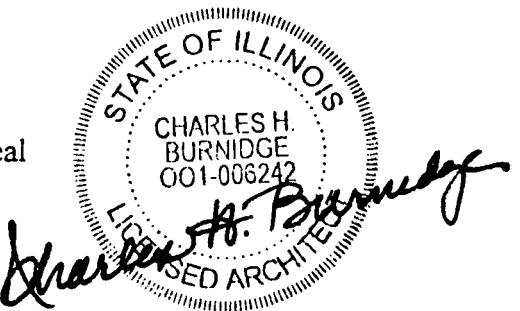
October 15, 1999

Date

001-006242 EXPIRES 11/30/2000

Illinois Registration or License Number

Seal



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

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506
Contact Person Ruth C. Bittner Phone # (815) 288-5511
Project Title Temperature Control Replacement Project
Project Budget \$ 329,076 Date 10/25/99

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

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

Section I (submit for ALL project approval requests)

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

Section II

Section III

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

Attachment #1

Project Budget

Check One:

- New Construction
- Remodeling

Project Name _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	<u>N/A</u>
Site Development	_____	<u>N/A</u>
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
 Total	_____	_____

Protection, Health, and Safety Project Name Temperature Control Replacement Project

	<u>Budget Amounts</u>
Project Costs	<u>\$277,000</u>
Contingency (10%)	<u>27,700</u>
A/E Professional Fees (8%)	<u>24,376</u>
 Total	<u>\$329,076</u>

Attachment #2

Funding Source

District/College Name Sauk Valley Community College District #506

Project Name Temperature Control Replacement Project

Check the source(s) of funds:

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

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

**Protection, Health, and
Safety Tax Levy
(ILCS 805/3-20.3.01)** 026 Tax rate/fiscal year: 2000

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

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

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

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

Protection, Health, and Safety Signature/Certification Page**Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) X _____

Feasibility Study Identifying Need of the Project _____

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

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

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

Approved by the Sauk Valley Community College Board of Trustees

Date October 25, 1996

Signed Debra B. Schermer, Chairperson

Mark L. Jans, Secretary

Scope

Provide a detailed description identifying the scope of the project.

The temperature control system serving this building is original equipment. The system is essentially pneumatic, with some electronic monitoring for building management. Pneumatic air pressure is used to open and close valves and dampers throughout the building. These dampers and valves are responsible for maintaining the comfort conditions within the building.

The pneumatic equipment is functioning well. Replacement parts are still available for the pneumatics and the Staff is capable of working on those components. It has become difficult, if not impossible, to replace many of the existing control components in the electronic side of the system. Advances in computer technology make it advantageous to replace the computer, and the communications portion of the control system.

We propose replacing the existing temperature control system computer, interconnecting wiring, software and interface panels with new equipment. The new equipment will allow the Staff to maintain the current level of comfort and enhance their ability to operate the various mechanical systems. The new system will allow a building engineer to operate air handling units and to adjust the air temperatures all from a central control station. The new system will also allow the existing air handling units to use outside air for cooling, if the outside air is cool enough and is dry enough to dehumidify. In addition, the existing chillers will also be brought into the control system.

As a part of this control work, we also propose reactivating the existing terminal reheat coils. These coils were intended to give thermostat control to various comfort zones throughout the building. It is our understanding that these coils were abandoned early on, to save energy. The reheat coils will give the Staff the ability to adjust temperatures on a per zone basis thereby increasing comfort levels.

The new control system will also allow for lighting control. We propose controlling the existing exterior lighting circuits from the new temperature control panel. In addition, the new mall lighting fixtures could also be controlled by the system but will require the addition of lighting contactors.

As a part of the control work, we also propose the addition of variable speed drives for the cooling tower motors and for the main generator radiator. These modifications will allow the College to realize energy savings through reduced horsepower at low loads. Energy consumption will be monitored through the new temperature control system.

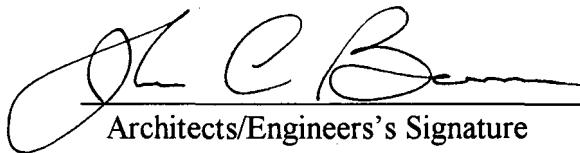
PROTECTION, HEALTH, AND LIFE SAFETY

Budget and Certification

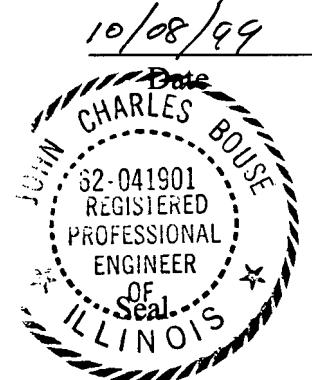
Name and address of architect/engineer providing the estimate:

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

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


Architects/Engineers's Signature

062-041901
Illinois Registration of License Number



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

PROPOSED BUDGET

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>ESTIMATE</u>
A	Replace existing computer control of the temperature control system for monitoring and start/stop.	\$ 200,000.
B	Provide remote control of all air handlers and enthalpy control.	\$ 42,000.
C	Provide a second point of control in the Maint. Shop, add color graphics, laptop computer for remote diagnostics.	\$ 35,000.
<hr/>		
	Subtotal	\$ 277,000.
	10% Contingency	27,700.
	<u>A/E Fee(8% of Construction)</u>	<u>24,376.</u>
	Total Project Cost	\$ 329,076.

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District #506
Contact Person Ruth Bittner, V.P. Administrative Services Phone # (815)288-5511 ext.256
Project Title Asbestos Abatement - Conference Room (2K2) and Various Other Locations
Project Budget \$ 74,800 Date October 18, 1999

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

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

Section I (submit for ALL project approval requests)

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

Section II

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

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

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

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

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

Section III

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

Programmatic Justification

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

The proposed project will consist of the asbestos abatement of the spray-on acoustical material in the Conference Room 2K2 and the maintenance and repair of asbestos-containing material (acm) in various other locations at Sauk Valley Community College located in Dixon, Illinois. The asbestos material is located between the concrete beam supports. As a result, the asbestos material is quite accessible to the conference room environment. The asbestos material has the potential to delaminate from the underlying concrete structure especially since the age of the building is approaching thirty years and there are sporadic episodes of water infiltration. This could be caused by deterioration of the laminating material, vibrations of the structure over time, or accidental disturbance of the material by objects thrown against it or potentially by maintenance contractors/personnel performing their normal duties. When delamination occurs, the asbestos material effectively contaminates the conference room and requires extensive clean-up measures to avoid potential human exposure. If the material did delaminate, the area is isolated until an asbestos abatement contractor can be brought to the site for clean-up and disposal of the material. In order to abate the material, the light fixtures and the fire alarm/smoke detection equipment will need to be removed during abatement and replaced after abatement to allow access to the asbestos. In addition, ventilation ductwork will also need to be cleaned as part of the abatement.

In the conference room 2K2, the entire ceiling area will be abated. The remainder of the work will occur at various locations throughout the building which are subject to sporadic delaminations of the asbestos material, or where maintenance and repair of the acm is required to avoid potential exposure.

Once the asbestos abatement is completed, the exposed concrete surface will be sprayed with an encapsulant compound to minimize the future potential of airborne asbestos fibers. The work also includes new non-asbestos sound attenuation material which is then painted with a flat black paint. The existing light fixtures and fire alarm/smoke detection equipment will then be replaced. Because of the characteristics of the smoke detector wiring, it will likely need to be replaced rather than re-used.

Scope of Work

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

The construction work will consist of the following items:

- A. Removal and cleaning of asbestos material from existing light fixtures.
- B. Removal and cleaning of asbestos material from existing fire alarm/smoke detection equipment.
- C. Cleaning of asbestos material from HVAC ductwork, grills, and other appurtenances.
- D. Asbestos abatement of spray-on acoustical material on ceiling.
- E. Encapsulation of area that was abated.
- F. Installation of new sound attenuation material.
- G. Painting of the concrete ceiling, support structures, and HVAC items.
- H. Re-installation of existing light fixtures and fire alarm/smoke detection equipment.

Attachment #1 **Project Budget**

Check One:

New Construction
 Remodeling

Project Name Asbestos Abatement - Conference Room (2K2) and Various Other Locations

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land		N/A
Site Development		N/A
Construction (including Fixed Equipment)		N/A
Mechanical		N/A
Electrical		N/A
General Conditions		N/A
Contingency (10%)		N/A
A/E Professional Fees		N/A
 Total		N/A

Protection, Health, and Safety Project Name Asbestos Abatement - Conference Room (2K2) and Various Other Locations

	<u>Budget Amounts</u>
Project Costs	\$ 58,000
Contingency	\$ 5,800
A/E Professional Fees	\$ 11,000
 Total	<u>\$ 74,800</u>

Attachment #2
Funding Source

District/College Name Sauk Valley Community College District #506
Project Name Asbestos Abatement - Conference Room (2K2) and Other Various Locations

Check the source(s) of funds:

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

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

Protection, Health, and Safety Tax Levy
(ILCS 805/3-20.3.01) .006 Tax rate/fiscal year: _____ 2000

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

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

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

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

Protection, Health, and Safety Signature/Certification Page

Check if Applicable

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____ **XXX**

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____

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

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

Approved by the Sauk Valley Community College Board of Trustees

Date October 25, 1999

Signed Deborah Schreyer, Chairperson

Theresa Johnson, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT

Budget and Certification

Name and address of architect/engineer providing the estimate:

Mark J. Otten, P.E.
Clark Engineers MW, Inc.
111 N.E. Jefferson Avenue
Peoria, IL 61602
Tel: (309)676-8464
Fax: (309)676-5445

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

Mark J. Ott

Architect/Engineer's Signature

10/18/99

Date

062-048590

Illinois Registration or License Number

Seal



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

The Project Budget included as Attachment #1 identifies the A/E Fees to be \$11,000. This fee includes full-time asbestos abatement oversight during construction to be sub-contracted to a third-party.

SAUK VALLEY COMMUNITY COLLEGE
Protection, Health, and Safety Project

ASBESTOS ABATEMENT - 2000

Conference Room (2K2)				Various Other Locations			
Item	Quantity	Unit Cost	SubTotal	Item	Quantity	Unit Cost	SubTotal
asbestos abatement*	1940	\$12.00	\$23,280	asbestos abatement	20	\$100.00	\$2,000
paint (flat black)**	3360	\$0.50	\$1,680	encapsulation	20	\$5.00	\$100
smoke detector wiring	300	\$4.00	\$1,200	paint (flat black)	20	\$10	\$200
re-insulation	1940	\$3	\$5,820				
engineering	70	\$85	\$5,950				
air sampling	10	\$500	\$5,000				
ROOM TOTAL = \$42,930				ROOM TOTAL = \$2,300			
* area is between girders plus 6" depth of girders (60x29 + 0.5'x2sidesx29x7gird)				Total # Rooms = 11			
** area is between girders and full depth of girders (4')							

Subtotal = \$68,000

10 % Contingency = \$6,800

Project Total = \$74,800

CAPITAL PROJECT APPLICATION FORM

(One Application Form per Project)

District/College and District # Sauk Valley Community College District 506
Contact Person Jim Frederick Phone # 815/288-5511 ext. 299
Project Title Tennis Court Renovation
Project Budget \$ 247,702.00 Date October 12, 1999

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

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

Section I (submit for ALL project approval requests)

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

Section II

Section III

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

October 11, 1999

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

PROTECTION HEALTH AND SAFETY PROJECT
SCOPE CHANGE – Tennis Court Renovations

Provide a detailed description identifying changes to the scope of the project.

Due to deterioration of the play surface of eight tennis courts, the original scope of work was to replace the play surfaces with new materials that meet national standards for tennis competition at the college level.

The following items are changes to the scope of work as originally identified for tennis court renovations:

1. Under Base Bid, the amount of material to be provided to create court slopes that meet National Standards has been increased over previous documentation.
2. Under Base Bid, the amount of slope to be provided in resurfacing the eight tennis courts to National Standards will require that existing perimeter fence mesh be removed, and stored while the new play surface is installed. Once the surface has been completed, new posts are to be installed over existing modified posts and the existing mesh reinstalled.
3. Under Base Bid, all asphalt material is to be carried nine inches to the outside of existing fence posts. This will alleviate potential safety hazards around existing fence posts. It will also control loss of balls through and under the fence mesh material.
4. Base Bid provides for new net posts and nets where previous documentation did not.
5. Under Base Bid, the perimeter drainage stone is to be cleaned out and replaced with new material.

October 12, 1999

SAUK VALLEY COMMUNITY COLLEGE
Dixon, Illinois

PROBABLE COST OF CONSTRUCTION
Tennis Court Renovation

Demolition of existing tennis court surfaces, removal and storage of existing fence material and equipment.	\$67,010.00
Paving of new court surface	114,470.00
Grading of new court surfaces and adjacent landscape, Provide new drainage gravel and sod.	9,910.00
New tennis equipment	6,960.00
Replace existing fence material.	<u>17,870.00</u>
Total Base Estimate	\$216,220.00

Burnidge Cassell

A s s o c i a t e s

Attachment #1

Project Budget

Check One:

- New Construction**
- Remodeling**

Project Name _____

	<u>Budget Amounts</u>	
	<u>New Construction</u>	<u>Remodeling</u>
Land	_____	<u>N/A</u>
Site Development	_____	<u>N/A</u>
Construction (including Fixed Equipment)	_____	_____
Mechanical	_____	_____
Electrical	_____	_____
General Conditions	_____	_____
Contingency (10%)	_____	_____
A/E Professional Fees	_____	_____
Total	_____	_____

Protection, Health, and Safety Project Name Tennis Courts Renovation

	<u>Budget Amounts</u>
	<u>\$216,220.00</u>
Project Costs	<u>\$ 21,622.00</u>
Contingency	<u>\$ 9,860.00</u>
A/E Professional Fees	<u>\$247,702.00</u>
Total	<u>\$247,702.00</u>

Attachment #2
Funding Source

District/College Name Sauk Valley Community College District 506
Project Name Tennis Court Renovation

Check the source(s) of funds:

Available fund balance
(Including excess funds from previously approved protection, health, and safety projects) Fund name (s): 1998 PHS levy for this project \$176,764 plus excess funds from other PHS projects in amount of \$70,938

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

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

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

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

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

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

Protection, Health, and Safety Signature/Certification Page**Check if Applicable**

Energy Conservation Certification (see attachment, if applicable) _____

Structural Integrity Certification (see attachment, if applicable) _____

Budget Certification (see attachment, always required) _____

Feasibility Study Identifying Need of the Project _____

Other Documentation which May Support the Justification
of this Project _____

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

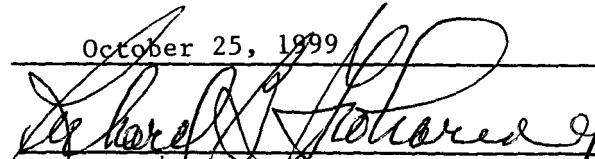
Further, we certify the Board has approved the architect's recommended budget, as referenced in Attachment #1 (Project Budget) and this project(s) meets the requirements of 110 ILCS 805/3-20.3.01 of the Act for proposed project(s) to make repairs or alterations which provide for the protection, health,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

Approved by the Sauk Valley Community College Board of Trustees

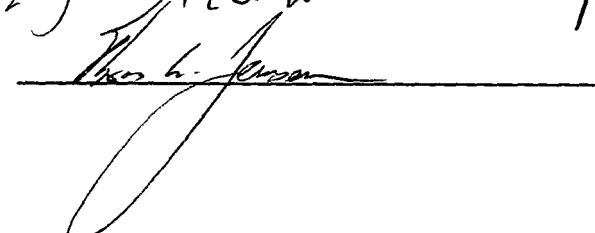
Date

October 25, 1999

Signed



, Chairperson



, Secretary

PROTECTION, HEALTH, AND SAFETY PROJECT**Budget and Certification**

Name and address of architect/engineer providing the estimate:

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

Charles H. Burnidge

Architect/Engineer's Signature

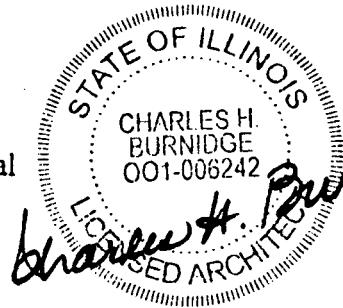
October 14, 1999

Date

001-006242 EXPIRES 11/30/2000

Illinois Registration or License Number

Seal



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

For Board Meeting of
October 25, 1999

Agenda Item F-4

ANNUAL AUDIT

Dick Wells of our auditing firm will be present to review the 1999 Audit Report and answer any questions from the Board.

RECOMMENDATION: Board approval of the 1999 Audit Report.

For Board Meeting of
October 25, 1999

Agenda Item H-1

ADMINISTRATIVE APPOINTMENT

The search committee and administration are recommending the appointment of Linley V. White of Petersburg, IL as Dean of Business, Technology and Natural Science, effective November 1, 1999. Thirty four applications were received, nineteen met the minimum qualifications, and three candidates were invited to on-campus interviews.

RECOMMENDATION: Board approval of the appointment of Linley V. White as Dean of Business, Technology and Natural Science, effective November 1, 1999 at a pro-rated salary of \$65,000.

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

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

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

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

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

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

Authorizations:

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

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

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

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: September 28, 1999

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht 

RE: Recommendation to Employ Linley V. White

I am pleased to recommend the employment of Linley V. White for the position of Dean of Business, Technology and Natural Science. The start date for this position will be November 1, 1999. Mr. White is recommended to be placed near the mid-point of the salary range for deans at an annual salary of \$65,000.

Announcement Process

The Dean of Business, Technology and Natural Science position was advertised in the Chronicle of Higher Education, newspapers in the Quad Cities, Rockford, Peoria, DeKalb, Dixon, and Sterling, as well as internally to the Sauk Valley Community College current employees.

Application Process

Thirty-four applications were received, of which nineteen met the minimum qualifications.

Screening

The screening committee consisted of Dr. Deborah Hecht, Ms. Ann Apple, Ms. Doris Cox, Dr. Charles Atchley, Mr. David Edelbach, Mr. Tom Breed, and Mr. Tom Gospodarczyk. After review of all applications, three persons were selected by the committee to be interviewed. Each of the three candidates were provided with a similar schedule which included a formal interview with the committee, an open forum with the Business, Technology and Natural Science faculty, and open forum for the entire campus community, lunch with the other deans and directors, an interview with Dr. Behrendt, interviews with all three vice presidents, and a tour of the campus and the community. All candidates were also requested to respond to an on-site written question.

Qualifications

1. Academic Background - Mr. White holds a master's in Business Administration from Sangamon State University (now University of Illinois at Springfield) as well as a bachelor's degree from the same institution. He also holds an AS degree and an AGE degree from Lincoln Land Community College.
2. Professional Background - Mr. White has been employed by Lincoln Land Community College since December 1990 in a full-time capacity. He began his career at Lincoln Land as a business faculty member, moved to the Center for Business and Professional Development at that institution as an account executive, later became director, then Dean, and is currently Executive Director of the Center for Business and Professional Development at Lincoln Land. Additionally, Mr. White serves as City Clerk for the city of Petersburg, is a licensed real estate broker, and has served as an adjudicator for the Bureau of Disability and Determination Services in Springfield, IL.
3. References - The references for Mr. White were uniformly positive. Both peers and supervisors of Mr. White were interviewed at Lincoln Land Community College. Mr. White has been described as energetic, has a keen ability to identify issues and make suggestions for solutions, has helped the institution to integrate training with the curriculum, responds to businesses requests well, and is knowledgeable regarding budgets and staffing patterns. Additional interviews were done with business and community members that have worked with Mr. White. These also were positive recommendations regarding his ability to work with and interact successfully with the local business communities.

I recommend the employment of Linley V. White as the Dean of Business, Technology and Natural Science without reservation of any kind.

js

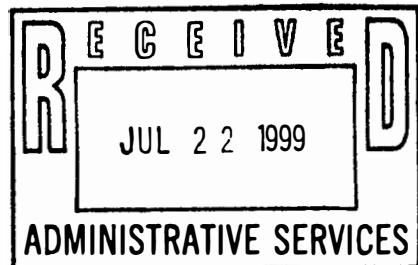
Linley V. White

Petersburg, IL 62675

Phone (217)786-2208
Fax (217)786-2407
Home Phone (217)632-7210
Email linley@fgi.net

July 19, 1999

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



Dear Mr. Devan:

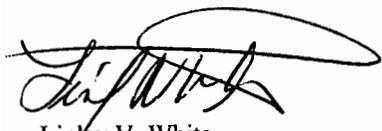
I believe my experience and solid record of achievement make me an ideal candidate for the Dean of Business, Technology, and Natural Science position in your college.

I have accumulated significant experience in a community college over the past 12 years. In my position, I am responsible to perform environmental scanning for the college and create new and innovative programs which meet the needs of employers and students. Several hundred new ICCB approved courses have been created with my assistance as well as several new certificate programs. I am convinced that the community colleges of our nation are destined to have a significant impact on the modern workforce. As technology changes, it will be the community colleges which will train and educate the modern workforce.

As my enclosed resume indicates, I am equally familiar with the private and public sectors. My experience includes administration, teaching, training, and consulting.

Please call me at (217) 632-7210 after 6 p.m. if you need further information about my experience.

Sincerely,



Linley V. White

Enc: Resume

Linley V. White

Petersburg, Illinois 62675
217 632 7210

PROFESSIONAL BACKGROUND

Executive Director (May 1997 to Present)

Dean (July 1995 to April 1997)

Director (July 1994 to June 1995)

Account Executive (May 1993 to June 1994)

Center for Business and Professional Development

Lincoln Land Community College, Springfield, Illinois

Administers economic development, contract training, continuing education, and collaborative training programs for the college. Develops training proposals to provide customized training to government, business and industry. Contacts business and industry to assess needs and develops proposals to meet expressed needs. Oversees the delivery of public workshops and follow-up of each aspect of the training agreements, and completes follow-up to insure client satisfaction. Develops and provides information to groups and local meetings on behalf of Lincoln Land Community College. Interacts with local business organizations and community groups to explore new avenues of training, collaboration and economic development. Supervises the Lincoln Land Community College's Small Business Development Center.

Business Faculty Member

Lincoln Land Community College, Springfield, Illinois

October 1987 to present, full-time from December 1990 to May 1993)

College of St. Francis, Joliet, Illinois

September 1996 to November 1996)

Conducts college courses for undergraduate students: Teaches business subjects such as business correspondence, management, business mathematics, purchasing, human relations, supervision techniques, small business management, introduction to business organization, marketing research, economics, organizational behavior, and computer literacy. Prepares and delivers lectures to students. Compiles bibliographies of specialized materials for outside reading assignments. Stimulates class discussions. Compiles, administers, and grades examinations.

City Clerk (April 1997 to Present)

City of Petersburg

Maintains city records including drafts and warrants. This is an elected position with a four-year term.

Real Estate Broker (November 1985 to February 1997)

Linley V. White, Broker, Springfield, Illinois

State licensed in Illinois, not practicing at this time)

Rents, buys, and sells property for clients on commission basis: Studies property listings to become familiar with properties for sale. Reviews trade journals to keep informed of marketing conditions and property values. Interviews prospective clients to solicit listings. Accompanies prospects to property sites, quotes purchase price, describes features, and discusses conditions of sale or terms of lease. Draws up real estate contracts such as deeds, leases, and mortgages and negotiates loans on property.

Adjudicator (July 1984 to December 1990)

Bureau of Disability and Determination Services, Springfield, Illinois

Adjudicates claims for benefits offered under governmental social insurance program. Reviews and evaluates data on documents and forms, such as claim applications, birth or death certificates, physician's statements, employer's records, vocational evaluation reports, and other similar records. Corresponds with claimants or agents to elicit information, to correct errors or omissions on claim forms, and to investigate questionable data. Authorizes payment of valid claims, or notifies claimant of denied claim and appeals rights. Prepares written reports of findings.

Linley V. White (Continued)

volunteer House Manager (October 1981 to September 1986)
Group Home F, Aid to Retarded Citizens, Springfield, Illinois
Responsible for operating a group home for developmentally disabled adults.

Shelter Care Administrator (August 1979 to September 1981)

Petersburg Manor, Inc., Petersburg, Illinois

Directs administration of shelter care home: Coordinates educational, security, recreational, and rehabilitation programs. Directs operation of facilities, such as medical, laundry, food service, and maintenance staff. Makes recommendations for discharge or admission of persons under jurisdiction of facility. Directs recruitment and training of personnel. Compiles and analyzes operations and other statistics, and prepares reports for record. Prepares budget estimates.

Computer Operator (May 1979 to July 1979)

Management Information and Communication, Dept. of Administrative Services, State of Illinois, Springfield, Illinois

Responsibilities were to monitor time sharing programs on a complex computer system.

Squad Leader (March 1975 to April 1979)

United States Army, Fort Campbell, Kentucky

Achievements include the Expert Infantry Badge (highest non-combat military award), Army Commendation Medal, Good Conduct Medal, Battalion Soldier of the Month, and military security clearance. Honorably discharged as a sergeant.

EDUCATION

Illinois State University (Now University of Illinois at Springfield), Springfield, Illinois

Masters in Business Administration (May 1987)

Bachelor of Arts Degree (May 1984)

Certificate of merit for scholastic achievement and managerial development.

Lincoln Land Community College, Springfield, Illinois

A.S. degree (June 1983) and A.G.E. (August 1993)

Certificate of merit for scholastic achievement.

Member Phi Theta Kappa and Alpha Beta Gamma honor societies.

Military: Primary Noncommissioned Officers Course (Honor graduate), Basic Noncommissioned Officers Course (Honor graduate), Air Assault School (Honor graduate), Anti-tank School (Honor graduate), Standard Interface Division Personnel (Computer school), Unit Administration School.

SPECIAL RECOGNITION

Small Business Advocate of the Year: Greater Springfield Chamber of Commerce (June 1997)

International Who's Who of Professionals (March 1996)

COMMUNITY INVOLVEMENT (Active)

Lincoln Land Community College

Curriculum Committee: *1994 to Present*

International Education Committee: *1996 to Present*

CIHEC: Economic Development Committee: *1994 to Present*

Central Illinois Manufacturing and Innovation Consortium: *1993 to Present*

Illinois Community College Economic Development Association: *1995 to Present*

Host: Statewide Conference *1995*

Illinois Council on Continuing Higher Education: *1995 to Present*

Illinois Council on Community Education and Training and the National Council on Community Education and Training: *1995 to Present*

Treasurer: *April 1995 to 1997*

National Council of Instructional Administrators: *1998 to Present*

Illinois Development Council: *January 1996 to Present*

The Greater Springfield Chamber of Commerce

"How To" Committee: Chairman *1996 to Present*

Small Business Council: Member *1995 to Present*

Small Business Advocate of the Year *1997*

Recertification Committee: Member *1998 to 1999*

Community Development Society: *1996 to Present*

Municipal Clerks of Illinois: *1997 to Present*

Legislative Committee Member: *1997 to 1998*

Rotary International: *1998 to Present*

American Legion: *1975 to Present*

Adult Girl Scout Volunteer: *1987 to Present*

Area Volunteer Group Committee Chairman: *1991 to 1995*

Communications Task Force: *1994 to March 1995*

Lifetime Member since *1995*

Theta of Illinois: *1996 to Present*

For Board Meeting of
October 25, 1999

Agenda Item H-2

STUDENT SUPPORT SERVICES COUNSELOR APPOINTMENT

The search committee and administration are recommending the appointment of Lawrence E. Jackson of Rock Island, IL as Student Support Services counselor (Assistant Professor Step 5), effective November 1, 1999. Fifteen applications were received and the committee identified four outstanding candidates.

RECOMMENDATION: Board approval of the appointment of Lawrence E. Jackson as Student Support Services counselor (Assistant Professor Step 5) effective November 1, 1999, at a pro-rated salary of \$37,883.

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**

173 IL RL 2, Dixon, IL 61021 • 815/288-5511

MEMORANDUM

TO: Dr. Richard L. Behrendt, President
Sauk Valley Community College

FROM: Dr. Belinda A. Dalton, Coordinator
Student Support Services

Dr. Joan E. Kerber, Vice President
Student Services

DATE: October 18, 1999

SUBJECT: Recommendation for Appointment of Lawrence E. Jackson
as Student Support Services Counselor

Analysis of Qualifications

Academic: Lawrence Jackson graduated July 1977 with a Master of Arts degree in Vocational Rehabilitation Counseling from the University of Iowa in Iowa City, Iowa where he also earned a Bachelor of Science in Education December, 1975.

Professional Background: Mr. Jackson recently worked as Public Assistance and Special Projects Coordinator at Black Hawk College in Moline, Illinois. His prior experience entails serving as Transition Specialist at Black Hawk College in Moline, Illinois; Admissions Counselor at Augustana College in Rock Island, Illinois; Rehabilitation Counselor, State of Illinois, Rock Island, Illinois; and Rehabilitation Supervisor Intra Corp. in West Des Moines, Iowa.

Personal Qualifications: Mr. Jackson is well respected by his supervisor(s) and colleagues. His references described him as a student advocate, committed, very dedicated to guiding students through the higher educational process, self-motivated, familiar with grants, people oriented, high energy level, advocate for the underdog, gets in the trenches, and excellent recruitment skills. The administrative staff expressed a strong interest in recruiting him as a member of their staff.

Announcement Process: The position was advertised internally, SVCC web page, TRIO list serv, local papers and The Chronicle of Higher Education. Fifteen applications were received for the position.

Recommendation – Lawrence E. Jackson
Page 2

Selection Process: The selection and screening committee identified four outstanding candidates. The committee included:

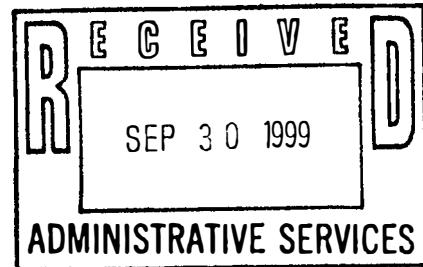
Dr. Joan Kerber, Vice President Student Services
Dr. Belinda Dalton, Coordinator of Student Support Services
Terry Funston, Student Support Services Counselor
Amber Huseman, Student Support Services Secretary
Janet Matheney, Counselor
Kay Turk, Coordinator Learning Assistance Center

Additional interviews were conducted with Dr. Belinda Dalton, Tom Breed, Dr. Joan Kerber, Dr. Deborah Hecht, and Curt Devan.

a: Jackson

September 28, 1999

Curt DeVan
Coordinator Of Personnel Services
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021



Dear Mr. DeVan:

As per our conversation this date, I would like to apply for the position of Student Support Services Counselor as was announced.

You will note from the enclosed resume that I have been involved in working with special populations students as a Transition Specialist for Black Hawk College. My responsibilities included conducting outreach activities for special populations in the Black Hawk College community and assisting special populations students in making a successful transition to post-secondary education at the college level. I also worked with administrators, counselors, teachers, as well as other community organizations and/or individuals on the student's behalf.

I have also worked as an Admissions Counselor for Augustana College. My primary recruiting territory was the inner city Chicago area and some suburban schools. My responsibilities included recruiting and advising prospective high school and/or transfer students of diverse backgrounds. I arranged and planned trips, campus tours/visits, and overnight stays on behalf of interested prospective students or groups. I worked in an advisory capacity with students and student organizations on campus. I have also served on campus/local committees regarding recruitment and retention of non-white faculty, students, staff, etc.

My previous work experience also includes my having worked as a Rehabilitation Counselor for the State of Illinois. I was responsible for coordinating programs and services with other professionals or agencies in working with the physically challenged as well as the mentally challenged individual.

In addition, my past work experience also includes my working at the Iowa Security Medical Facility, a treatment and evaluation center for people who were in the penal system, as a Correctional Officer. I was responsible for implementing the patient's treatment plan, making notations in their chart(s), attending weekly staff meetings regarding the patient's proposed treatment and evaluation plan, etc.

I have worked as an Outreach Worker for the Hawkeye Area Community Action Program, a non-profit social service agency that primarily serviced low-income individuals and families. My responsibilities included processing applications to determine eligibility

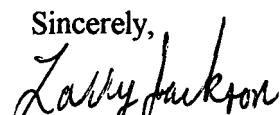
for services and delivery of those services. I also coordinated programs/services with other community organizations.

In my most recent position, I was the Public Assistance and Special Projects Coordinator at Black Hawk College. My responsibilities included working with TANF recipients in providing information, referral and retention for GED services, referral to other programs within the college, as well as referral to other programs or agencies that may address their needs or concerns. In addition, I supervised two recruiter and retention specialists, as well as having supervised two administrative assistants and five part-time instructors in the Current Events Program.

I am vitally concerned with providing supportive services that meet the varied needs of students with diverse backgrounds, as well as providing them with a quality education that will prepare them to compete successfully at the next level. It is my belief that our teaching and educational outreach services should be directed to individuals of all ages regarding our continuing efforts in providing appropriate programming to the communities that we serve. I am available to meet with you at a time that is mutually convenient in order to discuss my application in further detail. If there are additional application procedures that I should follow, please advise me.

I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,


Larry Jackson

Lawrence E. Jackson

Rock Island, Illinois 61201
(309) 786-0016

OBJECTIVE: To be a counselor in the area of placement with the long-range goal of assuming administrative responsibilities in the field or related areas.

RELEVANT EXPERIENCE:

March, 1998- Present Duties: Public Assistance and Special Projects Coordinator Black Hawk College, Moline, Illinois Work with TANF recipients in providing information, referral and retention for GED services, etc. Supervise two recruiter and retention specialists, as well as having supervised others.

February, 1992- June, 1993 Duties: Transition Specialist Black Hawk College, Moline, Illinois Conducted outreach activities for special populations. Visited high schools to establish linkages with teachers, counselors and other appropriate staff.

August, 1989- November, 1991 Duties: Admissions Counselor Augustana College, Rock Island, Illinois Recruited/advised prospective high school and/or transfer students of diverse backgrounds. Arranged/planned trips, campus tours/visits, etc.

RELATED EXPERIENCE:

July, 1993- March, 1998 Duties: Rehabilitation Counselor State of Illinois, Rock Island, Illinois Worked with physically challenged as well as mentally challenged clients. Conducted intake interviews and coordinated evaluation programs as indicated, as well as coordinated other activities/programs as noted.

November, 1986- June, 1989 Duties: Rehabilitation Supervisor Intracorp, West Des Moines, Iowa Supervised casework, caseloads and specialists. Coordinated case assignments and conducted automated transferable skills analysis on cases.

**August, 1986-
November, 1987**
Duties: **Personnel/Customer Service Training Specialist**
Montgomery Ward and Company, Des Moines, Iowa
Reviewed and screened applications for employment, conducted preliminary interviews, performed reference checks, and conducted orientation and training. Maintained complete records of training for all associates.

OTHER WORK EXPERIENCE:

May, 1981- February, 1986	Counselor/Examiner State of Iowa, Des Moines, Iowa
September, 1978- May, 1981	Vocational Rehabilitation Counselor State of Iowa, Iowa City, Iowa
May, 1978- September, 1978	Correctional Officer State of Iowa, Iowa City, Iowa
January, 1978- May, 1978	Outreach Worker Hawkeye Area Community Action Pr Iowa City, Iowa

EDUCATION: M.A., Vocational Rehabilitation Counseling: July, 1977
University of Iowa, Iowa City, Iowa
B.G.S., Concentration of Psychology: December, 1975
University of Iowa, Iowa City, Iowa

ACTIVITIES/HONORS: Vice-President, academic advisor and coordinator of Black Student Organization.
George M. Pullman Academic Scholarship Recipient.

REFERENCES: Will be furnished upon request.

For Board Meeting of
October 25, 1999

Agenda Item H-3

FACULTY RETIREMENT

We have received the attached retirement request from Ruth A. Hedstrom, Associate Professor of Music, effective May 17, 2000. Ruth has been with the College since 1973.

RECOMMENDATION: Board approval of the retirement request from Ruth A. Hedstrom, Associate Professor of Music, effective May 17, 2000.

2001 Reno Rd.
Sterling, Illinois
October 17, 1999

Dr. Richard Behrendt, Pres.
Sauk Valley Community College
173 Il Rt 2
Dixon, Illinois 61021

Dear Dr. Behrendt:

This letter is to inform you that I intend to retire from Sauk Valley Community College effective May 17, 2000.

I will be happy to serve on the search committee for my replacement.

Thank you.

Sincerely,

Ruth A. Hedstrom
Associate Professor of Music

J-1

SAUK VALLEY COMMUNITY COLLEGE

RESOLUTION

Richard B. Groharing

October 25, 1999

WHEREAS,

Mr. Richard B. Groharing has served 18 years as a Trustee in a consistently high level of commitment and distinction; in a manner that revealed outstanding individual commitment, perception, and professional responsibility; and

WHEREAS,

Mr. Groharing has served as Board Secretary, Board Vice Chair, and Board Chair, providing leadership that promoted open deliberations, sound decisions, and wise direction; and

WHEREAS,

Mr. Groharing has served as Board representative to the Illinois Community College Trustees Association, Vice Chair and Chair of ICCTA; and

WHEREAS,

Mr. Groharing has won the Illinois Community College Trustee Ray Hartstein Award in 1994 as the outstanding Trustee in Illinois; and

WHEREAS,

Mr. Groharing has won the Association of Community College Trustees M. Dale Ensign Award in 1995 as the outstanding Community College Trustee in the nation, bringing great honor on Sauk Valley Community College; and

**NOW
THEREFORE
BE IT
RESOLVED**

That the Board of Trustees extend to Mr. Groharing its sincere appreciation for his past service and best wishes for personal health and success in all his future endeavors

**Board of Trustees
Sauk Valley Community
College District #506**

1-2

SAUK VALLEY COMMUNITY COLLEGE
October 25, 1999

RESOLUTION

WILLIAM B. YEMM

WHEREAS, Mr. William B. Yemm has served 12 years as a Trustee in a consistently high level of commitment and distinction and in a manner that revealed outstanding individual commitment, perception, and professional responsibility; and

WHEREAS, Mr. Yemm has served as Board Chair, Vice Chair, Board Secretary, and Foundation Board Liaison, providing leadership that promoted open deliberations, sound decisions, and wise direction; and

WHEREAS, Mr. Yemm has served as Chair of the Northwest Region of the Illinois Community College Trustees Association; and

NOW THEREFORE BE IT RESOLVED, That the Board of Trustees extend to Mr. Yemm its sincere appreciation for his past service and best wishes for personal health and success in all his future endeavors.

Board of Trustees
Sauk Valley Community
College District #506

For Board Meeting of
October 25, 1999

Agenda Item I-4

MISSION AND SHARED ETHICAL VALUES STATEMENTS

As the Board is aware, we have been re-visiting our Mission Statement and developing our Shared Ethical Values as the first steps in an institutional renewal process that will take us through NCA re-accreditation in 2001-2002. As the attached memo from Dr. Kerber details, this process has been moving along and we are now at the point where the Shared Values Task Force has developed a new Mission Statement and Statement of Shared Ethical Values that we submit to the Board of Trustees for your consideration. We would like to have the Board approve these two items so that they can be included in the 2000-2002 catalog.

RECOMMENDATION: Board approval of the attached Mission Statement and Statement of Shared Ethical Values.

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

MEMORANDUM

TO: Dr. Richard L. Behrendt

FROM: Dr. Joan E. Kerber *JK*

DATE: October 19, 1999

SUBJECT: SVCC Mission Statement & Ethical Values Statement

Attached please find a copy of the proposed Sauk Valley Community College Mission Statement and Ethical Values Statement. The Shared Values Task Force -- with College-wide input -- spearheaded the development of these statements. The process has been values driven and will continue to guide us through our new strategic plan and our North Central Association Accreditation Visit.

Following is an outline of the process that has taken place thus far and has been the springboard to the Mission Statement and the Ethical Values Statement:

I. Leadership & Core Values Institute

The President, Vice President of Instructional Services, Vice President of Student Services, Vice President of Administrative Services and a Professor of Sociology attended the Leadership and Core Values Institute on May 4, 1998.

II. Shared Values Team Formed

At the College's August 21, 1998, Fall In-Service, the President of the College shared with the entire campus the concept of core values and how it was possible to use values as a springboard to our new planning phase at the College.

Following several discussions on Core Values, it was decided that a Shared Values Task Force would be formed to move the College forward in a process of Institutional Renewal, which had as its base -- Shared Values. The team organized a planning process to include discovery of shared values, review of the College mission statement, development of a shared vision statement, new strategic plan and operational plan, and finally, preparation for the North Central Association Accreditation Visit.

III. Formation of a Community College Consortium

A grant proposal was submitted to ICCB, which was the collaborative work of five community colleges: Kaskaskia, Kishwaukee, Illinois Valley, McHenry, and Sauk Valley. The proposal included a four-day training session on Core Values and an invitation to Dr. Rushworth Kidder, President of the Institute for Global Ethics, to work in various capacities with each College.

IV. Ethical Fitness Training

On October 26-29, 1998, Sauk Valley sent a shared values team to Crystal Lake for an Ethical Fitness Seminar and a Train-The-Trainer session on values conducted by the Institute for Global Ethics. The team, consisting of faculty, administration and support staff, identified core values and planned for the next steps for College implementation.

V. College-Wide In-service

January 1999, Dr. Rushworth Kidder was invited to explain the concepts of Core Values to the entire College staff and lead them through a discovery of Sauk Valley Community College's shared values. Five values were solidified: Respect, Responsibility, Fairness, Integrity, and Caring.

VI. Brown Bag Discussions

To facilitate continued discussion, weekly brown bag meetings were established. A key component of the discussions was application of the values -- how does the college community live the values that have been identified, and how can values facilitate institutional renewal?

VII. Ethical Shared Values Statement Exercise

During the College March spring workshop, the College staff was divided into ten teams to work on a college-wide ethical value statement. All information was presented, discussed and the Shared Values Task Force combined the information in the development of the statement of ethical values.

VIII. Dream/Vision

Several members of the Shared Values Task Force went to the Leadership Colloquium I in Springfield, IL on March 28-30, 1999. Through this experience it was decided that a historical project would be started in conjunction with the values. A historical video will be made to rediscover the original dream of SVCC 35 years ago. Memorabilia is being collected and several of the original faculty members were invited to the Fall In-Service to share their memories on the original vision of the College. Finally, a WEB page on ethics was developed for the College.

IX. FY00 GRANT PROPOSAL

The Shared Values Task Force worked with Dr. Linda Little in writing a new \$15,000 ICCB Leadership and Core Values grant proposal for FY 2000. Sauk

will use the new grant to extend the vision of shared values within the college community by broadening the base of participation through heightened visibility and applicability.

X. Mission Statement/Ethical Value Statements

During the summer semester, members of the Shared Values Task Force met on a weekly basis to move the process forward. They wrote a draft mission statement which was presented at the College-wide Fall In-Service. Suggestions were collected, reviewed and utilized in the final development of the mission and ethical value statements. A copy was submitted to Dr. Richard Behrendt for review and approval.

Members of the Shared Values Task Force include the following:

Doris Cox	Cal Lyons	Kay Turk
Thomas Gospodarczyk	Kevin Megill	Leah Wardell
Deborah Hecht	Kris Murray	Student: Sean Bond
Rosemary Johnson	Sarah Partington	
Joan Kerber	Patty Reighter	
Linda Little	Karen Pinter	

SAUK VALLEY COMMUNITY COLLEGE

MISSION STATEMENT:

Sauk Valley Community College is committed to offering a broad range of quality educational programs and services that meet the different needs, abilities, backgrounds, and goals of the community it serves.

RATIONALE AND PHILOSOPHY:

By providing a challenging, supportive, and ethical learning environment, Sauk Valley Community College will at all times strive to exceed the standards and expectations of the original community college mandate as expressed in the Illinois Community College System mission statement below.

MISSION OF THE ILLINOIS COMMUNITY COLLEGE SYSTEM

As an integral part of the state's system of higher education, it is the mission of the Illinois community college system to provide high-quality, accessible, cost-effective educational opportunities for the individuals and communities it serves.

Focusing on individual educational needs requires a recognition of the diversity of individual student backgrounds and environments. The colleges provide appropriate counseling, placement, and other types of support services to meet diverse student needs and goals.

Focusing on community educational needs requires extensive collaboration and cooperation with community agencies, government, business and industry, and other educational institutions in order to identify community needs and develop strategies to address them in a manner which is both educationally and economically sound. The system recognizes that the "community" it serves is multicultural, economically diverse, global, and changing.

Through the ongoing assessment of student and community needs and goals, it is the responsibility of each community college to provide (1) a broad range of educational programs, services, and delivery systems; (2) the necessary development of its staff; and (3) an appropriate learning environment to address these needs and goals.

STATEMENT OF SHARED ETHICAL VALUES:

Recognizing that education is the single best means of improving the quality of people's lives, we the people of the SVCC Learning Community commit to living these shared ethical values:

<i>Respect</i>	We respect the worth and dignity of all people.
<i>Responsibility</i>	We value and advocate that all take responsibility for themselves, their learning, and the environment.
<i>Fairness</i>	We advocate fairness and just treatment of all people.
<i>Integrity</i>	We expect and constantly stand for integrity, honesty, and ethical treatment of all people.
<i>Caring</i>	We value the creation of opportunities in a caring environment.

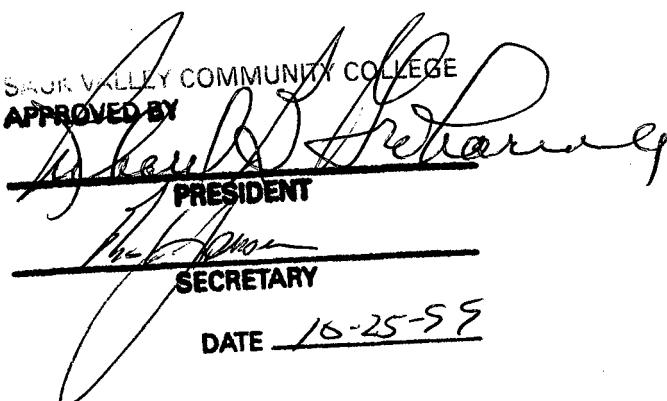
Sauk Valley Community College will be known as a Learning Community that exemplifies quality education and adheres to these shared ethical values.

BOND INVESTMENTS

Liability, Protection & Settlement	Federal Farin Credit Bank	4.20	11-03-99	454,899.87
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.65	02-15-00	468,263.13
Liability, Protection & Settlement	Hawaii St.	4.00	11-01-00	493,492.84
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	556,745.24
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	542,575.35
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	48,786.41
Liability, Protection & Settlement	Cook County II Twp	5.00	12-01-03	581,288.76
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	228,211.30
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,488.89
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	311,835.47
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,648.75
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	202,914.48
Liability, Protection & Settlement	Houston TX Wtr & Swr System	4.60	12-01-06	50,988.83
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,643.72
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,620.03
SUBTOTAL BONDS				\$5,012,403.07

TOTAL INVESTMENTS

\$10,412,403.07


SACRAMENTO COMMUNITY COLLEGE
APPROVED BY
Michael B. Schaefer
PRESIDENT
SECRETARY
DATE 10-25-07

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 25, 1999

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-28 General Operating Funds	\$1,072,597.27
Pages 29-33 Restricted Fund	155,964.18
Pages 34-38 Bookstore	<u>252,166.45</u>
TOTAL	<u>\$1,480,727.90</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY
Richard D. Wharens
PRESIDENT
Patricia
SECRETARY
DATE 10-25-99

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
AACC	01	Grant, Planning, & Research	Publications and Dues	Pocket Profile of Community Colleges-25 Copies	15.00
AM Multigraphics	050300	Printshop	Purchases for Resale	Repair & Labor for Offset	337.00
	050300	Printshop	Purchases for Resale	200-847 4x4's	120.75
					457.75
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	1,245.73
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	2,904.20
	01	Other Institutional	Interest	Phone Installment-Principal	241.01
					3,145.21
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,162.52
	01	Other Institutional	Interest	Backbone Cable-Principal	122.05
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,660.47
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	279.18
					4,224.22
Abughazaleh, Hussam M.	051400		Student Loans	Student Loan Due 12/10/99	95.00
Ace Hardware	02	custodial	Maintenance Supplies	Propane-Burnisher	16.00
Activision Electric Inc.	01	Instructional Technology Center	Inatructional Technology Materia	FXL Projection Bulbs	54.77
Akridge, Tamme Lynn	01		Accounts Payable	Student Refund	55.00
Alford, Carol J.	01		Accounts Payable	Student Refund	1,273.61
All Pro Software	050600	Women's Volleyball	Instructional Supplies	Volleyball Software (Stats)	69.95
Allied Locke Industries	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expense	800.00
Allison Associates	01		Foundation Expense	Perfectinum Refrigeration in Air Condition Pack 5	3,370.00
American Association of Univer	01	VP- Administrative Services	Publications and Dues	Annual Dues for Local Chapter	14.00
	01	Business Office	Office Supplies	Membership Dues for Ann Apple	43.00
					57.00
American Express	01	Board of Trustees	Conference/Meeting Expense	Annual Fee for Tom Jensen	55.00
	01	President	Other Conference & Meeting	Annual Fee for Tom Jensen	115.20
					170.20
American Express Financial Adv	01		American Express		315.00

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 October 25, 1999

CHECKING ACCOUNTS

<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>INTEREST RATE</u>	<u>AMOUNT</u>
General Account	Sterling Federal, Sterling	3.97	\$2,244,477.6
Bookstore Account	Sterling Federal, Sterling	4.24	36,966.8
Illinois Public Treasurers	Mercantile Bank,		
Investment Pool	Springfield	5.05	953,660.4
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			3,235,104.8
<u>NON-INT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		297,320.4
Insurance Account	Sterling Federal, Sterling		0.01
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS			297,320.4
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		4.55	51.9
SUBTOTAL MONEY MARKET FUNDS			51.9
<u>TOTAL CHECKING ACCOUNTS</u>			<u>\$3,532,477.2</u>

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	First National Bank, Amboy	5.51	04-09-00	200,000.00
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	First National Bank, Amboy	5.51	03-09-00	100,000.00
Liab., Prot. & Settlement	Community State Bank, Rock Falls	5.54	07-22-00	200,000.00
Liab., Prot. & Settlement	Amcore Bank, Sterling	5.67	08-10-00	200,000.00
Building Bond Proceeds	Grand National Bank, Sterling	5.24	02-19-00	1,000,000.00
SUBTOTAL INVESTMENTS				\$ 5,400,000.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 2

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
American Media, Inc	01	Student Recruitment	Other Supplies	Movie Rental "The Guest" For Retreat	148.50
American Society of Composers,	050600	Music	Other Materials and Supplies	Annual Music License Renewal Fee	299.72
Amoco Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van	254.43
An, Sung S.	01		Other Payables	Replace Void Checks No 36796 & 52738	196.91
Anchor Coupling, Inc	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expenses	1,801.25
	010110	Seminars	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expenses	750.00

					2,551.25
Anderson, Eric D.	01		Accounts Payable	Student Refund	500.00
Anderson, Pamela J.	01		Rehabilitation Dors-Spring	Interpreter for 8/99-9/99	1,495.00
Andrew Bollman Photography	01	College Relations	Advertising	Administration & Faculty Photos	361.55
Angel, Jason L.	01		Accounts Payable	Student Refund	250.00
Apple Computer Inc	01	Instructional Data Processing	Instructional Computer Equipment	VST USB Floppy Drive	7,650.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Open PO for Services	611.74
BSN Sports	050600	Men's Baseball	Instructional Supplies	ATEC Hitting Streak Machine	329.00
BSN Sports	050600	Men's Baseball	Instructional Supplies	Red Fungo Bats (3)	137.02
	050600	Men's Baseball	Instructional Supplies	Major League 4'x6' Bat Box-No Lines	280.41

					417.43
Barham, Franklin D.	01		Accounts Payable	Student Refund	424.86
Barnes, Kris	050600	Women's Volleyball	Instructional Supplies	Reimbursement for V-Ball Supplies	128.88
	050600	Women's Volleyball	Other Conference & Meeting	Hampton Inn-Gurnee	306.36

					435.24
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Meals for Kalamazoo, MI Invitational	240.00
	050600	Women's Volleyball	Other Conference & Meeting	Travel Reimbursement 9/24-9/25 & 9/28	267.93

					507.93
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Hotel Rooms for DuPage	302.22
	050600	Women's Volleyball	Other Conference & Meeting	Hotel Rooms for Kalamazoo	577.84

					880.06

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
AACC	01	Grant, Planning, & Research	Publications and Dues	Pocket Profile of Community Colleges-25 Copies	15.00
AM Multigraphics	050300	Printshop	Purchases for Resale	Repair & Labor for Offset	337.00
	050300	Printshop	Purchases for Resale	200-847 4x4's	120.75
					457.75
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	1,245.73
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	2,904.20
	01	Other Institutional	Interest	Phone Installment-Principal	241.01
					3,145.21
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,162.52
	01	Other Institutional	Interest	Backbone Cable-Principal	122.05
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,660.47
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	279.18
					4,224.22
Abughazaleh, Hussam M.	051400		Student Loans	Student Loan Due 12/10/99	95.00
Ace Hardware	02	custodial	Maintenance Supplies	Propane-Burnisher	16.00
Activision Electric Inc.	01	Instructional Technology Center	Inatructional Technology Materia	FXL Projection Bulbs	54.77
Akridge, Tamme Lynn	01		Accounts Payable	Student Refund	55.00
Alford, Carol J.	01		Accounts Payable	Student Refund	1,273.61
All Pro Software	050600	Women's Volleyball	Instructional Supplies	Volleyball Software (Stats)	69.95
Allied Locke Industries	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expense	800.00
Allison Associates	01		Foundation Expense	Perfectinum Refrigeration in Air Condition Pack 5	3,370.00
American Association of Univer	01	VP- Administrative Services	Publications and Dues	Annual Dues for Local Chapter	14.00
	01	Business Office	Office Supplies	Membership Dues for Ann Apple	43.00
					57.00
American Express	01	Board of Trustees	Conference/Meeting Expense	Annual Fee for Tom Jensen	55.00
	01	President	Other Conference & Meeting	Annual Fee for Tom Jensen	115.20
					170.20
American Express Financial Adv	01		American Express		315.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 3

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Rooms for Lincoln Land Tournament	228.80
	050600	Women's Volleyball	Other Conference & Meeting	Travel Reimbursement 10/8-10/9	234.09
	050800	Transportation	Vehicle Supplies	Reimbursement for Gas	21.00
					483.89
Barnet, Cari N.	01		Accounts Payable	Student Refund	11.00
Behrendt, Richard	01	President	Other Employee Benefits	Rotary Club Meetings 9/99	24.00
	01	President	Conference/Meeting Expense	Travel Reimbursement-CNTYC Convention 9/24-9/27	193.71
					217.71
Bender, Angela S.	01		Accounts Payable	Student Refund	960.00
Bender, Kathleen E.	01		Accounts Payable	Student Refund	71.20
Bender, Kimberly J.	01		Accounts Payable	Student Refund	555.00
Benedictine Athletic Departmen	050600	Men's Cross Country	Other Conference & Meeting	Entry Fee for Eagle Invitational 10/8	80.00
Bertolozzi, Cheryl J.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel Reimbursement 10/4 Seminar	61.89
Best Locking Systems of Northe	12	Safety & Security	Other Supplies	9K Varsity Locksets Brushed Chrome	744.01
	12	Safety & Security	Other Supplies	9K Varsity Locksets Brushed Chrome	595.69
					1,339.70
Best Western Brandywine Lodge	01	Other Institutional	Recruitment	Lodging for Douglas Lindsey-Candidate for Dean	61.25
	01	Other Institutional	Recruitment	Lodging for Linley White-Candidate for Dean	53.41
	01	Other Institutional	Recruitment	Lodging for Frances Haldar-Candidate for Dean	109.07
					223.73
Bittner, Ruth C.	01	VP- Administrative Services	Conference/Meeting Expense	Travel Reimbursement-CACUBO Conf 10/3-10/6	338.58
Black Hawk College	01	Business Office	Tuition Chargeback	Chargeback for Fall 1999 Semester	3,330.00
Blackhawk FS Inc	02	Grounds	Maintenance Supplies	Gas for College Vehicles	358.20
Blair, Michele M.	01		Accounts Payable	Student Refund	1,698.47
Blasdell, Regina A.	01		Accounts Payable	Student Refund	439.65
Bockman, Catherine C.	01		Accounts Payable	Student Refund	153.00
Boliene, Joe	050600	Women's Volleyball	Other Contractual Services	Referee for Game 10/5	65.00

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 4

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Bomleny, David W.	01		Accounts Payable	Student Refund	250.00
Bontz, Gregory D.	01		Accounts Payable	Student Refund	500.00
Boostrom, Matthew C.	01		Accounts Payable	Student Refund	222.57
Borg-Warner Automotive	010110	Seminars	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expense	7,250.00
Boyer, Andrea L.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/5	15.00
Boyer, Andrea L.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/12	15.00
Boyer, Andrea L.	050600	Women's Volleyball	Other Contractual Services	Game Worker for 10/21	15.00
Brackemeyer, Paul J.	01		Accounts Payable	Student Refund	325.00
Bradshaw, Randall	01	Physics	Instructional Supplies	Reimbursement for Physics Supplies	89.15
Brady, James E.	01	Electronics	Conference/Meeting Expense	Travel Reimbursement for Seminar 10/4	300.00
Braggo, Anthony J	01		Other Payables	Replace Void Check No 27151	50.50
Brands, Jason A.	01		Accounts Payable	Student Refund	250.00
Breck's	02	Grounds	Maintenance Supplies	Bulbs	47.88
Breed, Camilla J.	01		Accounts Payable	Student Refund	100.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel Reimbursement-WIU Articulation 10/13	90.83
Brockman, Debra A.	01		Accounts Payable	Student Refund	16.96
Brown, Miakka L.	01		Accounts Payable	Student Refund	630.50
Brown, Michelle L.	01		Accounts Payable	Student Refund	1,347.90
Browning-Ferris Industries	02	Utilities	Refuse Disposal	Garbage Disposal	375.00
Brunk, Timothy L.	01		Accounts Payable	Student Refund	107.00
Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	building Remodeling	Exterior Masonry Wall Project	327.42
Byrd, Brandy L.	01		Accounts Payable	Student Refund	194.00
C-B Kramer Sales & Service	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	24-80 Stem Assy	853.35
CENCO	01	Chemistry	Instructional Supplies	Probe, Bead Wire, Type K 24684V	100.09
	01	Chemistry	Instructional Supplies	Thermometer, Type K Thermocouple 24683V	83.99

					184.08

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 5

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
CMS Communications	01 010110	Dean of Corp Comm Serv Corporate Services Admin.	Office Supplies Office Supplies	Black 8110 Single Line Phone Black 8110 Single Line Phone	59.69 59.69 ----- 119.38
CREED	02 02	maint maint	Maintenance Supplies Maintenance Supplies	Handicap Faucets Faucet Parts	41.93 35.98 ----- 77.91
Camp, Paul B.	01		Accounts Payable	Student Refund	162.01
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Carlson, Matthew R.	01		Accounts Payable	Student Refund	250.00
Carolina Biological Supply Co	01 01 01	Biology Chemistry Chemistry	Instructional Supplies Instructional Supplies Instructional Supplies	See Attached Copy of Quote C91361 AA-13-1768 Euglena WW-75-7497 Pt Electrodes	30.60 26.40 126.62 ----- 183.62
Carpetland USA	03 03 03	ICCB Deferred Maintenance Grant ICCB Deferred Maintenance Grant ICCB Deferred Maintenance Grant	building Remodeling building Remodeling building Remodeling	Installation of Carpeting in Financial Aid Installation in George Vrhel's Office Philadelphia Carpet	120.00 107.00 1,098.00 ----- 1,325.00
Carter Entertainment	050600	Student Activities	Other Contractual Services	Performance Fee for Christopher Carter 9/28	1,000.00
Cassens, Seth A.	01		Accounts Payable	Student Refund	582.00
Castelein, Karen J.	010120	Community Education	Conference/Meeting Expense	Travel Reimbursement-NIRCC Mtg 10/7	48.05
Caterpillar-Engine Protection	02	Utilities	Other Utilities	Per Maintenance Agreement	418.79
Chapman, Amanda L.	050500	Child Care Center	Other Sales & Service	Child Care Refund	59.00
Chez Madelaine Cooking School	010130	Trips & Tours	Consultants	Cost for Cooking School Class	600.00
Clevenger, Walter	01	Dean of Information Systems	Conference/Meeting Expense	Travel Reimbursement 10/5	107.61
Climco Coils Co	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expense	4,000.00
Clydesdale, David T.	01	VP-Instructional Services	Conference/Meeting Expense	Travel Reimbursement-IAI Gen Ed Math Panel 10/7	108.70
Coblenz, Leah A.	01		Accounts Payable	Student Refund	1,273.61

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 6

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Coffey, Amber L.	01		Accounts Payable	Student Refund	1,035.09
College of DuPage	050600	Women's Volleyball	Other Conference & Meeting	DuPage Invitational 10/8-10/9	185.00
College of Lake County	050600	Women's Volleyball	Other Conference & Meeting	Volleyball Tournament 9/24 & 9/25	175.00
Collins, Lynnette M.	01		Accounts Payable	Student Refund	150.00
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	26.22
	02	Utilities	Electricity	Supply & Demand Electrical Service	11,503.71
	02	Utilities	Electricity	Supply & Demand Electrical Service	39.09
	02	Utilities	Electricity	Supply & Demand Electrical Service	19.13

					11,588.15
Cone's Repair Service	02	maint	Maintenance Supplies	Element for Snack Bar Grill	108.43
	02	maint	Maintenance Supplies	Thermostat	60.29
	02	maint	Maintenance Supplies	Thermostat-Snack Bar Grill	114.71

					283.43
Conklen, Amber J.	01		Accounts Payable	Student Refund	110.40
Conlin Bros, Inc	050600	Men's Baseball	Instructional Supplies	Red Fungo Bats (3)	137.02
	050600	Men's Baseball	Instructional Supplies	Major League 4'x6' Bat Box-No Lines	280.41

					417.43
Consolidated Management Co	010120	Professional Development	Consultants	Contract for Summer 99/Fall 99 FOD 105	700.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Refreshments 9/27	40.00
	01	President	Other Conference & Meeting	Administrative Council Mtg Refreshments 9/22	77.75
	01	President	Other Conference & Meeting	Communication Committee Lunch 9/10	71.40
	01	President	Other Conference & Meeting	Lunch for IL Arts Week 10/4	12.08
	01	VP-Instructional Services	Conference/Meeting Expense	Lunch for WIEC Mtg 9/30	34.50
	01	Director of Health Careers Ed	Conference/Meeting Expense	HERRV Refreshments 9/23	43.30
	01	Administrative Data Processing	Conference/Meeting Expense	Refreshments for Meeting 9/9	28.95
	01	VP- Student Services	Conference/Meeting Expense	Refreshments for Section Meeting	13.50
	01	Counseling	Conference/Meeting Expense	Lunch for PICU 10/6	126.50
	01	VP- Administrative Services	Conference/Meeting Expense	Refreshments for Adopt A Highway 9/23	102.60
	01	Other Institutional	Recruitment	Adjunct Faculty Recruitment Refreshments 9/14	42.50
	01	Other Institutional	Recruitment	Refreshments & Lunch for Candidate-Frances Haldar	78.25
	01	Other Institutional	Recruitment	Refreshments & Lunch for Candidate-Lindsey & White	145.00
	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party for FY00	119.50
	01		Foundation Expense	Refreshments for Foundation Committee Mtg 9/23	14.25
	01		Foundation Expense	Coffee & Juice for Finance Committee Mtg 10/5	15.00
	010110	workforce prep	Conference/Meeting Expense	Lean Mfg Videoconference Refreshments & Lunch 9/15	300.25
	010130	Trips & Tours	Conference/Meeting Expense	Parent Conference Refreshments	16.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 7

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	010130	Trips & Tours	Conference/Meeting Expense	Refreshments & Dinner for Aging Parents Seminar	137.10
	050600	Women's Volleyball	Other Conference & Meeting	Lunch for Volleyball Team	49.65
	050600	Student Activities	Other Materials and Supplies	Refreshments for Film Festival	19.00
	050600	Student Activities	Other Conference & Meeting	Refreshments for Il Arts Week	35.00
	101130	International Students Club	Other	Refreshment in East Mall 9/17	25.95

					1,548.03
Corporate Office City	01	Business Office	Office Supplies	Stanley Bostitch B8 Staples BOS-00718	5.98
Cox, Doris	01		Accounts Payable	Student Refund	46.50
Cox, Ernest E.	051400		Student Loans	Student Loan Due 12/10/99	300.00
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Travel Reimbursement 9/10-9/18	243.87
	050600	Athletics	Athletics	Petty Cash for 99/00	150.00

					393.87
Crawford, Michele R.	01		Accounts Payable	Student Refund	666.61
CyberEd, Inc	01	Biology	Computer Software	Quote No KT0217B (Six Title Series-Single Version)	692.92
Daily Analytical Laboratories	02	maint	Maintenance Services	Waste Testing	74.00
Dalziel, John G.	01		Accounts Payable	Student Refund	500.00
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Officials for Practice Scrimmage 10/6 & 10/13	90.00
	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement-Danville Jamboree 10/9	157.24
	050800	Transportation	Vehicle Supplies	Reimbursement for Gas	20.00

					267.24
Davenport Trane	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	VAL-6909 Steam Control Valve (Chiller No 2, No 3)	7,585.00
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	B-D 3cc Luer Lok Syringe w/o Needle	46.47
DePuy, Monique L.	01		Accounts Payable	Student Refund	970.00
Delta Systems Co, Inc	01		Foundation Expense	1-55885-077-5 Pepita Talks Twice	60.28
Dennis, Anne E.	01		Accounts Payable	Student Refund	353.05
Desmith, Michael S.	01		Accounts Payable	Student Refund	1,014.55
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	Travel Reimbursement 8/9, 8/16, 10/8, & 10/11	103.10
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance/Labor Rad Tech Equipment	60.00

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 8

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	Radiologic Technology	Instructional Supplies	14" x 17" TMAT G/RA TMG/RA-1	681.44

					741.44
Dick Pond Athletics, Inc	050600	Men's Cross Country	Instructional Supplies	Asics Top Red/White Screen Print "SVCC" In Red	215.00
Dillon, Donna L.	01		Accounts Payable	Student Refund	1,273.61
Discount Audio	01	Instructional Technology Center	Instructional Other Equipment	FFXBP-5000 Basic Extreme (Portable Sound System)	1,580.00
Dodd, Kasie A.	01		Accounts Payable	Student Refund	248.75
Donaldson, Jennifer A.	01		Accounts Payable	Student Refund	1,273.61
Dowiat, Mona I.	01	Counseling	Conference/Meeting Expense	Travel Reimbursement-Making a Difference Conf 9/30	94.40
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Supplies	83.45
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	65.93
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Supplies	47.96
Driver, Ronald G.	01		Accounts Payable	Student Refund	190.00
ECOLAB	02	maint	Maintenance Services	Perform service once a month to service kitchen,	175.00
ESCO Institute LTD.	01	HVAC	Instructional Supplies	EPA Certification Test Grading (16)	528.00
ETCAI Products	01	Electronics	Instructional Supplies	DC & AC Challenge	600.00
Eakle, Anthony J.	01		Other Payables	Replace Void Check No 6124	10.00
Educause	01	Dean of Information Systems	Publications and Dues	Dues FY00	400.00
Eisenberg, Theresa J.	01		Other Payables	Replace Void Check No 7679	111.34
Electro Assemblies Inc	01	Clinical Laboratory Science	Instructional Supplies	Skins Renidot	74.30
Equitable Life Assurance	01		Equitable		132.00
Essex Computers	01	Electronics	Instructional Supplies	CD Creator Ver 4 Deluxe	85.00
Euell, Lilbert T.	01		Accounts Payable	Student Refund	46.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Feary, Kimberly S.	01		Accounts Payable	Student Refund	555.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 9

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Federal Express Corp	01	Other Institutional	Postage	Fed Ex Charges for 9/99	14.75
Federal Life Insurance Company	01		Federal Life		20.00
Ferger, Priscilla	01		Accounts Payable	Student Refund	11.00
Filmakers Library, Inc	050600	Student Activities	Other Contractual Services	Films for Rental	85.00
First National Bank in Amboy	01		Time Deposits	CD for 6 Months	500,000.00
	03		Time Deposits	CD for 6 Months	100,000.00
	12		Time Deposits	CD for 6 Months	100,000.00

					700,000.00
Fisher Scientific	01	Chemistry	Instructional Supplies	05-714-5 Chromotography Paper, 100 sheets	242.50
	01	Clinical Laboratory Science	Instructional Supplies	18-999-4409B Nitrile Gloves (Small)	225.67

					468.17
Folk, Kevin	050600	Women's Volleyball	Other Contractual Services	Umpire for Game 9/16	65.00
Forren, Rebba	050600	Women's Volleyball	Other Contractual Services	Ticket Taker for V-Ball Game 9/21	20.00
Francis, Gail E	01	Speech	Instructional Supplies	Reimbursement for Supplies	57.27
Franklin Life Insurance Compan	01		Franklin Life		510.00
Frey, Seth J.	01		Accounts Payable	Student Refund	400.00
Friends-Iowa Public Television	01	Instructional Technology Center	Instructional Technology Materi	Subscription for Advance PBS TV Guide	50.00
Fulton Press Inc	01	College Relations	Publications and Dues	One Year Subscription Renewal	28.00
FutureStars Basketball, L C	050600	Men's Basketball	Instructional Supplies	Subscription to Scouting Service	160.00
GTE Wireless	02	Utilities	Telephone	Monthly Charges	59.45
Gall's Inc	12	Safety & Security	Other Supplies	U-TR066 Elbeco Blues Size 32' Waist	347.89
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	4,611.32
	12	Risk Management	Telephone	Monthly Charge for Cama (911) Trunks	89.31

					4,700.63
Gallatin River Communications	01		Dislocated Worker Expense	Install Two Jacks & Wire	304.00
Garcia, Isidro	01		Accounts Payable	Student Refund	1,273.61

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 10

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 9/99	103.23
Gerken, Karol S.	01		Accounts Payable	Student Refund	40.00
Glafka's Tire City	02	Grounds	Vehicle Supplies	Tires for Pick-up Truck	357.98
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C98683 Curtis SP700 Surge Protectors	263.93
	01	Administrative Data Processing	Office Supplies	C20984 3 Pack Zip Jewel Cases	70.83

					334.76
Goodman, Kevin D.	01		Accounts Payable	Student Refund	972.50
Gorman, Cindy M.	01		Accounts Payable	Student Refund	992.61
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 9/99	365.37
Govig, Jason	01		Other Payables	Replace Void Check No 48848	199.48
Grainger	01	Biology	Instructional Other Equipment	4E422 Heavy Duty Odor Controller	956.70
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	170.00
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	109.80
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	84.94
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	417.22
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	-182.50
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	715.49
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	177.45
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	7.93
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	452.52
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	15.24

					2,924.79
Gray, Tim L.	01		Accounts Payable	Student Refund	302.20
Graybar Electric Company Inc.	01	Administrative Data Processing	Office Supplies	108075136 Lucent, 100 BaseT, Patch Panel, 24 Port	188.73
	01	Administrative Data Processing	Office Supplies	108168550 Lucent Faceplate 4 Port (Ivory)	56.13
	01	Administrative Data Processing	Office Supplies	107985632 Cat 5, 5 Ft Modular Patchcord	162.92

					407.78
Graybar Electric Company Inc.	02	maint	Maintenance Supplies	Duplex Recept	72.55
Great Lakes Airgas Inc	01	HVAC	Instructional Supplies	Acetylene WSL 133 CF Tanks & Argon CO2 DE 75/25 13	5.05
	01	Clinical Laboratory Science	Instructional Supplies	Cylinder Rental	10.40

					15.45

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 11

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Green River Lines Inc	01	Music	Conference/Meeting Expense	Buses for Art Institute Trip	900.00
Gronbach, Michael B.	01		Accounts Payable	Student Refund	15.00
Grummert's True Value	02	maint	Maintenance Supplies	Foam Insulation	8.98
	02	maint	Maintenance Supplies	Paint	59.96
					----- 68.94
HACH Company	01	Chemistry	Instructional Supplies	981-99 DO Reagent 1 (100/pkg)	70.80
Hackbarth, Karen A.	01		Accounts Payable	Student Refund	300.00
Hagen, Erin H.	01		Accounts Payable	Student Refund	325.00
Halgren, Betty	01	Instructional Technology Center	Conference/Meeting Expense	Travel Reimbursement-Klaus Tech Expo 10/6	61.25
Halgren, Betty	01		Accounts Payable	Student Refund	46.50
Hames, Donetta S.	01		Accounts Payable	Student Refund	92.00
Hanna Instruments	01	Biology	Instructional Other Equipment	HI 9142 Waterproof D.O. Meter	805.30
Harden's Auto & Truck Repair	02	Grounds	Maintenance Services	Repair Plow	1,209.65
	02	Grounds	Maintenance Services	Repair Chevy Pickup	280.83
					----- 1,490.48
Hartje, Jeff A.	01		Accounts Payable	Student Refund	403.00
Hassler, Kathleen J.	01		Other Payables	Replace Void Check 100976	74.93
Heeren, Mark A.	01		Accounts Payable	Student Refund	1,273.61
Heitter, Dustin J.	01		Accounts Payable	Student Refund	1,273.61
Helgason, Ericka J.	01		Accounts Payable	Student Refund	300.00
Helms, Lezley M.	01		Accounts Payable	Student Refund	325.00
Herchenbach, Jennifer E.	01		Accounts Payable	Student Refund	92.00
Herwig, Jaime L.	01		Other Payables	Replace Void Check No 25781	164.00
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
	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

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 12

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Hill's Electric Motor Service	02	maint	Maintenance Supplies	V-Belts & Bearings	63.38
	02	maint	Maintenance Supplies	V-Belts	325.89

					389.27
Hollister, Benjamin J.	01		Accounts Payable	Student Refund	106.00
Holt, Justin C.	01		Accounts Payable	Student Refund	163.61
Honeywell Inc	02	maint	Maintenance Services	Repair Delta	817.25
Hopkins Medical Products	01	Licensed Practical Nursing	Instructional Supplies	Replacement Bulb/Valve Reorder No 520140	54.70
Hoyle Road Equipment Co	02	Grounds	Maintenance Supplies	Rubber Belting	48.00
Hvarre, Justin M.	01		Accounts Payable	Student Refund	1,273.61
I-OADN	01	Director of Health Careers Ed	Conference/Meeting Expense	Conference Fee for R Johnson	75.00
	01	Licensed Practical Nursing	Conference/Meeting Expense	Conference Fee for R Johnson	60.00

					135.00
ICCCA	01	VP- Student Services	Conference/Meeting Expense	Registration for Conference 11/16-11/19-Tom Breed	85.00
	01	Counseling	Conference/Meeting Expense	Registration for Conference 11/16-11/19-Tom Breed	85.00

					170.00
ILLINOIS Association of Learni	01	Learning Assistance Center	Conference/Meeting Expense	Membership Fee Renewal 99/00	15.00
Ill Assoc of Collegiate Regist	01	Admissions, Records & Placement	Conference/Meeting Expense	77th Annual Conference 10/27-29 P Noll & C Alfano	260.00
Illini Trophy	01	Associate Degree Nursing	Office Supplies	Name Badge	5.00
	01	Personnel Office	Other Conference & Meeting	Service Award Plaques	141.60
	050600	Student Activities	Other Materials and Supplies	Plaques	241.50

					388.10
Illinois Association of Studen	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee for 15th Annual Fall Seminar	50.00
Illinois Business Education As	01	Office & Administrative Services	Conference/Meeting Expense	Registration Fee for Conference 11/5-11/6	95.00
Illinois Community College Fac	01	VP- Student Services	Conference/Meeting Expense	Teaching/Learning Excellence Conf 10/28-10/29	75.00
Illinois Community College Tru	01	Board of Trustees	Office Supplies	New Trustee Academy for B Thompson	25.00
Illinois Department of Revenue	01		State Withholding Payable		7,440.17
Illinois Mutual	01		Optional Disability Insurance		20.57

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 13

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Independence Electronics	01	Electronics	Instructional Supplies	Repair & Upgrade-Capacitor Wizards	70.00
Indiana State University	050600	Student Activities	Other Conference & Meeting	Registration Fee for ACUI Region 9 Conf 11/5-11/7	130.00
	050600	Student Government	Other Conference & Meeting	Registration Fee for ACUI Region 9 Conf 11/5-11/7	390.00
					520.00
Internal Revenue Service	01		Wage Garnishment Payable		110.07
International Martial Arts	01	Physical Education	Consultants	Contract for PED 123 & PED 143 Fall 99	484.53
Ippolito, Joseph C.	01		Accounts Payable	Student Refund	1,273.61
J & K Locksmith	12	Safety & Security	Other Supplies	Duplicate Keys (5)	6.25
Jacobs, Endrea M.	01		Accounts Payable	Student Refund	200.00
Jacobs, Jennifer A.	01		Accounts Payable	Student Refund	273.32
Jim Coleman, Ltd	01	Radiologic Technology	Office Supplies	Rad Tech Week Posters (2)	23.00
John A Loos Sons Inc	03	Operations & Maintenance- Restri	building Remodeling	Replacement of Steam Heating Coils and Steam	13,600.00
Johnson, Jedidiah F.	01		Accounts Payable	Student Refund	15.00
	01		Accounts Payable	Student Refund	230.20
					245.20
Johnson, Marilyn V	01		Accounts Payable	Student Refund	15.00
Jones, Rodney T.	01		Accounts Payable	Student Refund	210.00
Judd, Jessica M.	050600	Women's Volleyball	Other Contractual Services	Game Worker for 10/5	40.00
Judd, Jessica M.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/12	15.00
Judd, Jessica M.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/21	15.00
Kalamazoo Valley Community Col	050600	Women's Volleyball	Other Conference & Meeting	Tournament Entry Fee 1015-10/16	170.00
Karlovic, William J.	01		Accounts Payable	Student Refund	721.15
Karlovic, William J.	01		Accounts Payable	Student Refund	313.31
Kelvin Electronics	01	Electronics	Instructional Supplies	050016 10 1 W Resistor (100 units for 7.50)	512.18
Kennedy, Amanda A.	01		Accounts Payable	Student Refund	208.71

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 14

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Supplies for Student Services Retreat	14.63
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-EIU Articulation Conf 9/30	108.71
	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-IAI Conf 9/24	99.20
	050800	Transportation	Vehicle Supplies	Reimbursement for Nokia Adapter and Map	47.75

					255.66
Kerr, Susan A.	01		Other Payables	Replace Void Check No 40703	149.24
Kessel, Anthony J.	01		Accounts Payable	Student Refund	552.00
Kindle, Troy J.	01		Accounts Payable	Student Refund	2.47
Kipping, Sara M.	050600	Women's Tennis	Instructional Supplies	Tennis Skirt Player	56.90
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel Reimbursement 10/4	36.57
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel Reimbursement 9/18, 9/21, 9/25	114.49

					151.06
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Travel Reimbursement-Region IV Championship 10/8-9	476.48
Kline, Luke A.	01		Other Payables	Replace Void Check No 9891	75.00
Klomann, Lisa A.	01		Accounts Payable	Student Refund	49.75
Koch, Tami J.	01		Accounts Payable	Student Refund	46.00
Kosier, Tanya M.	01		Accounts Payable	Student Refund	83.94
Kubala-Fenwick, Kelli M.	01		Accounts Payable	Student Refund	690.00
	01		Accounts Payable	Student Refund	-690.00
	01		Accounts Payable	Student Refund	401.70
Kubiak, Diane	01		Accounts Payable	Student Refund	40.00
Kubiak, Ronald R.	01		Accounts Payable	Student Refund	40.00
Kutzke, Jean	050600	Women's Volleyball	Other Contractual Services	Umpire for Game 10/12	65.00
LTD Commodities Inc	01		Foundation Expense	Stone Accent Butterfly 224134-7GSD	11.85
Labyrinth Publications	01	Community Serv Computer Seminars	Instructional Supplies	1-887281-56-8 Comp Book	1,100.93
League for Innovation in the C	01	Computing & Instruct Tech	Publications and Dues	Publications	40.00
Ledges Golf Course	050600	Men's Golf	Other Conference & Meeting	Green Fees for Region IV Golf Tournament 10/8-9	80.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 15

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Ledges Golf Course	050600	Men's Golf	Other Conference & Meeting	Practice Round for Region IV Tournament 10/8-10/9	40.00
Lenington, Leanna M.	01		Accounts Payable	Student Refund	1,212.50
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement for Home Visits 9/16-9/22	114.05
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 9/27-9/28	59.21
	050600	Women's Softball	Other Conference & Meeting	Travel Reimbursement 9/24-9/26	120.88
	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/5	15.00

					195.09
Leseman, Jolene K.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/12	15.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 10/1-10/6	147.25
Leseman, Jolene K.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/21	15.00
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 10/7-10/13	354.05
	050800	Transportation	Vehicle Supplies	Travel Reimbursement 10/7-10/13	10.02

					364.07
Lewis-Barr, Laura J.	01	Speech	Instructional Supplies	Reimbursement for Office Supplies	25.66
Lincoln Land Community College	050600	Women's Volleyball	Other Conference & Meeting	Tournament Fee 10/22-10/23	100.00
Little, Linda	01	Other Institutional	Recruitment	Reimbursement for Moving Expenses	254.87
Longtin, Brianna K.	01		Accounts Payable	Student Refund	325.00
Lundgren's Inc	01	Information Center	Office Supplies	Color Developing & Finishing	22.17
	01	Information Center	Office Supplies	Color Developing & Finishing	68.07
	01	Information Center	Office Supplies	Color Developing & Finishing	42.46

					132.70
Luyando, Paul A.	01		Accounts Payable	Student Refund	16.40
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel Reimbursement-IRDC Conf 9/16-9/17	225.92
MINITAB, Inc	01	Administrative Data Processing	Computer Software	Renewal Minitab r12 PC Windows Network (15 User)	1,050.00
Mac Warehouse	01	Instructional Technology Center	Inatructional Technology Materia	INP1750 WSB Wheel Mouse	66.03
Main Stay Funds	01		Main Stay Fund		75.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 16

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Mainstage	050600	Drama	Other Materials and Supplies	Gaffers Tape	230.50
Maintenance Products, Inc	02	maint	Maintenance Supplies	Misc Maintenance Supplies	100.92
Marruffo, Blanca E.	051400		Student Loans	Student Loan Due 12/10/99	150.00
Marruffo, Melissa J.	01		Accounts Payable	Student Refund	250.00
Martin, Herbert J.	01		Accounts Payable	Student Refund	208.00
Matheney, Janet I.	01	Counseling	Conference/Meeting Expense	Travel Reimbursement-Making a Difference Conf 9/30	82.00
McCormick, Nikki S.	01		Accounts Payable	Student Refund	1,273.61
McCormick, Teri S.	050600	Women's Volleyball	Other Contractual Services	Game Worker for 10/5	15.00
McCormick, Teri S.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/12	15.00
McCormick, Teri S.	050600	Women's Volleyball	Other Contractual Services	Game Worker 10/21	15.00
McCoy, Janice K.	01		Other Payables	Replace Void Check No 34328	112.88
McCue, Michelle E.	01		Accounts Payable	Student Refund	1,680.00
McGraw-Hill Companies	01	Administrative Data Processing	Publications and Dues	Cisco CCNA Test Yourself	141.74
McLain, Bethany	01		Rehabilitation Dors-Spring	Interpreter for 8/99-9/99	320.00
McMaster Carr Supply Company	02	custodial	Maintenance Supplies	Sanitary Dispenser	153.48
Menards	02	maint	Maintenance Supplies	Spackle, Picture Hangers	11.64
	02	maint	Maintenance Supplies	Electrical Supplies	32.43
	02	maint	Maintenance Supplies	Supplies	24.98
	02	maint	Maintenance Supplies	Foam Insulation-Library	20.34
	02	maint	Maintenance Supplies	Light for Farm House	22.56
	02	custodial	Maintenance Supplies	Custodial Supplies	88.56
	02	Grounds	Maintenance Supplies	Drill	179.00
	02	Grounds	Maintenance Supplies	Concrete Mix	27.04
	02	Grounds	Maintenance Supplies	Tools	21.90
	050600	Drama	Other Materials and Supplies	Open PO for "Absent Friends"	127.57
	050600	Drama	Other Materials and Supplies	Open PO for "Absent Friends"	70.58
	050600	Drama	Other Materials and Supplies	Open PO for "Absent Friends"	49.00
				-----	675.60
Miller, Season M.	01		Accounts Payable	Student Refund	1,273.61
Miller, Season M.	01		Accounts Payable	Student Refund	375.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 17

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Mongan, Connie	010110	workforce prep	Consultants	Leadership Development Trng-9/16, 23, 30	2,600.00
Mongan, Connie	010110	workforce prep	Consultants	Contractual for 10/8	100.00
Monn, Kristy R.	01		Accounts Payable	Student Refund	250.00
Montavon, Peter	01		Other Payables	Replace Void Check No 25914	98.40
Montgomery Kone Inc	02	maint	Maintenance Services	Continued Contract	628.86
Moore, Justin H.	01		Accounts Payable	Student Refund	12.00
Morgan Services Inc.	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	101.54
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	135.21
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	106.60
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	101.54

					444.89
Morris, Jennifer L.	01		Accounts Payable	Student Refund	60.35
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Repair	47.00
	01	Instructional Technology Center	Maintenance Services	Repair	24.50
	01	Instructional Technology Center	Maintenance Services	Repair	17.50
	01	Instructional Technology Center	Maintenance Services	Repair	32.00
	01	Instructional Technology Center	Maintenance Services	Repair	19.00

					140.00
NAEIR	01	Other Institutional	Other Materials and Supplies	Summer 99 Catalog	99.00
NAEIR	01	Other Institutional	Other Materials and Supplies	Summer 1999 Catalog Grab Bag	20.00
NAFSA	01	Counseling	Conference/Meeting Expense	Conference Fee for Tom Breed 11/7-11/9	115.00
NAFSA	01	Other Student Services	Publications and Dues	Membership for 99/00	230.00
NASCO	01	Associate Degree Nursing	Instructional Supplies	WA14573U 1 Lb Muscle	22.19
	01	Associate Degree Nursing	Instructional Supplies	WA14533U 1 Lb Fat	21.84

					44.03
NILRC	01	Learning Resource Center	Conference/Meeting Expense	Registration Fee for Preconference 11/16-11/17	95.00
Napa Auto Parts	02	maint	Maintenance Supplies	Parts to Repair Power Washer	16.27
	02	Grounds	Maintenance Supplies	Work Lamps	2.58

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 18

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	02	Grounds	Maintenance Supplies	Compressor for A/C for Pick-up	278.99

					297.84
Nat'l Council for Marketing	01	College Relations	Publications and Dues	Annual Membership 99/00	250.00
Nat'l Council for Marketing	01	College Relations	Advertising	Entry Fee for Paragon Awards (2)	60.00
National Computer Systems, Inc	01	Administrative Data Processing	Maintenance Services	Maintenance Contract 10/1/99-9/30/00 for Scanner	240.00
Nelson, Mark	050600	Men's Cross Country	Other Conference & Meeting	Travel Reimbursement 9/3	52.01
Nelson, Mark	050600	Men's Cross Country	Other Conference & Meeting	Travel Reimbursement 9/24 Augustana College Meet	68.39
	050600	Athletics	Petty Cash for FY00	Petty Cash for FY00	200.00

					268.39
Nelson, Mark	050600	Men's Cross Country	Other Conference & Meeting	Travel Reimbursement-Mt St Clare Meet 10/2	125.92
Nelson, Mark	050600	Men's Cross Country	Other Conference & Meeting	Travel Reimbursement 10/8	90.39
	050600	Men's Cross Country	Other Conference & Meeting	Entry Fee for Augustana CC Meet 9/24	75.00

					165.39
Newsweek	01	Learning Skills	Instructional Supplies	Subscription	940.50
Nicor Gas	02	Utilities	Gas	Supply and Demand for Gas Service	230.31
	02	Utilities	Gas	Supply and Demand for Gas Service	50.94
	02	Utilities	Gas	Supply and Demand for Gas Service	48.05
	02	Utilities	Gas	Supply and Demand for Gas Service	750.15
	02	Utilities	Gas	Supply and Demand for Gas Service	109.00
	02	Utilities	Gas	Supply and Demand for Gas Service	1,335.70

					2,524.15
North Central College	01	Humanities	Conference/Meeting Expense	Conference Fee for Kris Murray 9/30-10/3	260.00
Northern Life Insurance Compan	01		Northern Life		85.00
Nunez, Steve C.	01	Phi Theta Kappa	Office Supplies	Reimbursement for PTK Supplies	26.05
	01	Phi Theta Kappa	Conference/Meeting Expense	Advance for PTK Activity	100.00

					126.05
Omega	01	Electronics	Instructional Supplies	05681-LE-CE Pyrometer	153.95
Owens, Kimberly R.	01		Accounts Payable	Student Refund	1,212.50
	051400		Student Loans	Student Loan Due 12/10/99	300.00

					1,512.50

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 19

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Partington, Sarah H.	01	Dean of Arts, Social Sciences & P	Office Supplies	Supplies	22.26
Paulsen, Carmel A.	02	maint	Maintenance Supplies	Reimbursement for File Folders	13.39
Payne, Angela M.	01		Accounts Payable	Student Refund	1,273.61
Peoria Journal Star	01	Other Institutional	Recruitment	Ad for Heating/Ref/Air	518.70
Peoria Production Shop	01	Nurse Assistant	Instructional Supplies	60"-2" Wide Gaitbelts, Color-Natural	26.67
	01	Nurse Assistant	Instructional Supplies	60"-2" Wide Gaitbelts, Color-Natural	217.70
					----- 244.37
Peterson-Book-Quigg & Inboden	12	Risk Management	Property & Casualty Insurance	Renewal of Athletic Insurance Policy	4,500.00
Phillips, Stacy E.	01		Accounts Payable	Student Refund	1,697.50
Pinecrest Community	01		Tuition Billed to Employer	Reimbursement for Payment of Leanna Lenear	194.00
Pioneer Research	01	Machine Tool	Instructional Supplies	STK 1372 Prime Coat (Rust Remover) 3 Gallons	267.33
Pitney Bowes	01	Other Institutional	Postage	Repair Postage Meter, Parts & Labor	534.00
	01	Other Institutional	Postage	Repair Postage Meter	182.00
					----- 716.00
Pitsch, Victoria A.	01		Accounts Payable	Student Refund	477.30
Poci, Shirley	01	Associate Degree Nursing	Office Supplies	Reimbursement for YR2000 Appt Book	37.19
Poci, Shirley	01	Associate Degree Nursing	Instructional Supplies	Reimbursement for Diapers & Eye Ointment	21.81
Power-Flite	02	custodial	Maintenance Supplies	Vacuum Parts	89.32
Powerware	01	Administrative Data Processing	Maintenance Services	Repair of Deltec 8306 on 8/29	2,261.45
Prater Paint and Waterproofing	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Caulk Cracks Outside Building, Not to Exceed \$1500	1,500.00
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Inatructional Technology Materia	Kroy 100, PhotoQuality Lettering Tape P/N 1273810	109.75
Prescott's TV & Appliance	050600	Recreation Room	Maintenance Services	Repair TV in Cafeteria	196.00
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	3,559.79
	051000	Medical Insurance	Dependent Stop Loss	Individual Stop Loss	2,617.78
	051000	Medical Insurance	Precertification	Individual Stop Loss	278.00
	051000	Medical Insurance	Administrative	Individual Stop Loss	1,930.25
	051000	Medical Insurance	Life & AD&D	Individual Stop Loss	1,878.03
					----- 10,263.85

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 20

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Pryor Resources, Inc	01	Admissions, Records & Placement	Conference/Meeting Expense	Coaching Skills for Managers & Supervisors Conf	195.00
Purtell, Randy M.	01		Other Payables	Replace Void Check No 56919	18.41
Putnam Retirement Plan Service	01		Putnam		500.00
Quill Corporation	01	Speech	Instructional Supplies	322-SK700-00 12 Month Desk Pad Calendar 2000	9.79
	01	Sociology	Instructional Supplies	322-SK700-00 12 Month Desk Pad Calendar 2000	9.79
	01	Dean of Corp Comm Serv	Office Supplies	992-72524 Paper Clips	84.03
	01	Corporate Services Admin.	Office Supplies	991-1232 BK	68.40
	01	Director of Health Careers Ed	Office Supplies	992-7-941-CL 16x20 Clear Desk Pad	147.24
	01	Counseling	Office Supplies	992-E210-50 At-a-Glance Calendar Refills	30.75
	010110	workforce prep	Instructional Supplies	992-7-30510 Notebook Dividers	52.56
	010110	Corporate Services Admin.	Office Supplies	992-72524 Paper Clips	84.03
	02	custodial	Maintenance Supplies	PR7-8547 Blue Recycle Bags 56 Gal	128.94
	02	Building and Grounds Administrat	Office Supplies	PR7-8547 Blue Recycle Bags 56 Gal	5.49
	02	Building and Grounds Administrat	Office Supplies	PR7-8547 Blue Recycle Bags 56 Gal	1.38
	02	Building and Grounds Administrat	Office Supplies	PR7-8547 Blue Recycle Bags 56 Gal	19.89
	02	Building and Grounds Administrat	Office Supplies	PR7-8547 Blue Recycle Bags 56 Gal	7.79
	02	Building and Grounds Administrat	Office Supplies	PR7-8547 Blue Recycle Bags 56 Gal	4.49
					654.57
RSNA	01	Radiologic Technology	Conference/Meeting Expense	Annual Mtg/Science Workshop 11/27	111.50
Radio Ranch Inc	12	Safety & Security	Maintenance Services	Repair Radio	88.68
	12	Safety & Security	Other Supplies	Spare Batteries	285.00
					373.68
Rangel, LaRin J.	01		Accounts Payable	Student Refund	110.40
Raynor Garage Doors	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expenses	1,870.50
Reeter, Brandi R.	01		Accounts Payable	Student Refund	1,697.50
Reichard, Amy S.	01		Accounts Payable	Student Refund	1,200.00
Renkes, Michelle R.	01		Accounts Payable	Student Refund	153.00
Rentz, Christopher	050600	Women's Volleyball	Other Contractual Services	Referee for Game 10/5	65.00
Rentz, Christopher	050600	Women's Volleyball	Other Contractual Services	Umpire for Game 10/12	65.00
Rentz, Christopher	050600	Women's Volleyball	Other Contractual Services	Referee for Game 10/21	65.00
Richardson, April L.	01		Accounts Payable	Student Refund	291.22

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 21

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Rock Falls Chamber of Commerce	010110	Corporate Services Admin.	Conference/Meeting Expense	Annual Spaghetti Dinner Tickets 10/16	25.00
Rock River Guidance	01	Other Student Services	Publications and Dues	Association Dues for 99/00	55.00
Rock River Printers	101010	Booster Club	Other	Membership Cards (500)	99.00
	101010	Booster Club	Other	1500 Basketball Schedules	130.00

					229.00
Rodekamp, Jane A.	01		Accounts Payable	Student Refund	1,273.61
Roschi, Rebecca S.	01		Accounts Payable	Student Refund	342.48
Rutledge, Quincy L.	01		Accounts Payable	Student Refund	148.00
SBM Business Equipment Center	01	College Relations	Office Supplies	CLI-95543 4x3 Clip Badge Holders	42.79
	01	Information Center	Office Supplies	Minimum Copy Count Charge 9/99	27.50
	01	Grant, Planning, & Research	Office Supplies	SHA-66211 "Received" X-Stamper	59.95
	01	Grant, Planning, & Research	Office Supplies	Binder Clips UNV-10210 1 1/4"	30.87
	01	Grant, Planning, & Research	Office Supplies	Credit for Returned Calculator	-11.99
	01	Grant, Planning, & Research	Office Supplies	Chair	375.00
	01	Dean of Corp Comm Serv	Office Supplies	Open PO Service Contract for Copier	.00
	01	Dean of Corp Comm Serv	Office Supplies	Open PO Service Contract for Copier	75.51
	01	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	.00
	01	Financial Aid & Veterans Affairs	Office Supplies	AVE-00-226 Gluesticks	142.27
	01	Financial Aid & Veterans Affairs	Office Supplies	Hohn's Panel Support Feet PBF2	95.60
	01	Financial Aid & Veterans Affairs	Office Supplies	Mobile File-Light Gray 13723B-Q	295.00
	01	Counseling	Maintenance Services	1/2 Copier Use for 9/99	64.19
	010110	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	75.51

					1,272.20
SVCC Foundation	01		Foundation Payable		5.00
Salas, Brooke M.	01		Accounts Payable	Student Refund	325.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Notice for Bid for College Catalog	18.96
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	124.80
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	71.19
	050600	Student Activities	Other Materials and Supplies	Ad for Christopher Carter	212.30

					427.25
Scenic Stage Line, Inc	010130	Trips & Tours	Other	Deposit for Bus to Field Museum	50.00
	010130	Trips & Tours	Other	Deposit for Bus to Lyric Opera	50.00

					100.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 22

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Schack, Steve	050600	Women's Volleyball	Other Contractual Services	Referee for Game 10/21	65.00
Schmall, Rex	02	maint	Conference/Meeting Expense	Travel Reimbursement 9/24 CAT Open House	62.62
Schmidt, Rebecca S.	01	Dean of Business, Tech & Natural	Office Supplies	Reimbursement for Office Supplies	19.76
Scholastic Book Club	01		Foundation Expense	Cookie's Week (No 20)	29.70
Schuller, Donna S.	01		Accounts Payable	Student Refund	801.60
Schultz, Hollie K.	01		Accounts Payable	Student Refund	1,697.50
Seguin, Michael	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Travel Reimbursement-9/21 Joint Advisory Mtg	77.40
Seguin, Michael	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Travel Reimbursement SDA4 Mtg 9/29	38.42
Select Employees Credit Union	01		Credit Union Payable		19,840.54
Setchell, Linda S.	010120	Professional Development	Conference/Meeting Expense	Travel Reimbursement-9/16 Sanitation Seminar	38.43
Setchell, Linda S.	02	Building and Grounds Administrat	Other Materials and Supplies	Reimbursement for Supplies for Cafeteria	83.84
Sharp, Bobby	01		Accounts Payable	Student Refund	500.00
Shawver Press Inc	01	Counseling	Instructional Supplies	Business Cards for Ann Daly	134.96
Shawver Press Inc	01	Dean of Corp Comm Serv	Office Supplies	Sauk Round Labels	30.38
	010110	Corporate Services Admin.	Office Supplies	Sauk Round Labels	30.37
					----- 60.75
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van 8/99	48.88
Shelley, Chris	01	Instructional Technology Center	Conference/Meeting Expense	Travel Reimbursement-Set up Distance Learning 9/27	24.80
	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement for 6 Hrs-Summer 99	576.00
					----- 600.80
Shoemaker, Sandra K.	01		Accounts Payable	Student Refund	275.00
Shopko	01	Learning Resource Center	Books and Binding Costs	Various Media	82.37
Sifuentes, Raquel	01		Accounts Payable	Student Refund	118.40
Silva, Scott A.	01		Accounts Payable	Student Refund	86.00
Silva, Stormy D.	01		Accounts Payable	Student Refund	499.83

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 23

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Simpson, Timothy M.	01		Accounts Payable	Student Refund	1,273.61
Simutech Systems, Inc	01		Foundation Expense	Simuair Air Cond System MA-100	2,070.00
Slocum, Amee	051400		Student Loans	Student Loan Due 12/10/99	300.00
Slocum, Amee	01		Accounts Payable	Student Refund	727.50
Smith, Nicole L.	01		Accounts Payable	Student Refund	101.06
Sotelo, Sergio A.	01		Other Payables	Replace Void Check No 49714	209.47
Southern Illinois University	01	Nurse Assistant	Consultants	Background Check for 20 CNA Students	200.00
Spanish Discount Videos	01	Foreign Language	Instructional Supplies	1196V Miguel Hidalgo (Spanish)	22.95
Speedway SuperAmerica LLC	050800	Transportation	Vehicle Supplies	Gas for College Van	151.49
Spencer, Angela G.	01		Accounts Payable	Student Refund	55.72
Springhill	02	Grounds	Maintenance Supplies	Bulbs-Poppies	47.88
	02	Grounds	Maintenance Supplies	Fall Bulbs	56.93
					----- 104.81
Sprinkmann Sons Corporation	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Pipe Insulation per Attached Bid	575.00
Sproul, Gloria	01		Accounts Payable	Student Refund	36.80
Stage, Leann M.	01		Accounts Payable	Student Refund	321.04
Staples	01		Foundation Expense	Quicken 2000	29.95
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	130.00
State Universities Retirement	01		SURS Payable		24,085.56
Steeves, Louise E.	050600	Student Activities	Other Contractual Services	Technician Fee for "Theater of Thoughts"	50.00
Sterling Area Chamber of Comme	010110	Corporate Services Admin.	Conference/Meeting Expense	Y2K Lunch Meeting-Tom Gospodarczyk	12.00
Stern, Teresa M.	01		Accounts Payable	Student Refund	484.00
Stewart Beverage Corp	050600	Student Activities	Other Conference & Meeting	Free for Fall Beverages	261.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,170.75
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	840.00
					----- 2,010.75

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 24

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Stewart, James L.	050600	Men's Golf	Other Conference & Meeting	Travel Reimbursement 9/16-9/17	310.43
	050600	Men's Golf	Other Conference & Meeting	Travel Reimbursement 9/19-9/20	222.86
	050600	Men's Golf	Other Conference & Meeting	Travel Reimbursement 9/21 Arrowhead Conf	56.40

					589.69
Stewart, James L.	050600	Men's Golf	Other Conference & Meeting	Travel Reimbursement 10/5	85.20
Stewart, James L.	050600	Men's Golf	Other Conference & Meeting	Travel Reimbursement-Region IV Tournament 10/7-10/	402.57
Stralow, Brianne J.	01		Accounts Payable	Student Refund	270.61
Strategic Measures	010110	workforce prep	Instructional Supplies	Instructional Materials for Company Training	1,800.00
Strategic Measures	010110	workforce prep	Instructional Supplies	Instructional Materials for Dixon-Marquette	96.00
Straw, Nicholas M.	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement-ICCTA Mtg 9/17	34.52
Sunny Travel Center	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Airline Ticket for 1999 Electronic Access Conf	264.00
Susan G. Komen Breast Cancer	01		Other Payables	National Denim Day Proceeds	499.00
Swartleys Florist	01	President	Other Conference & Meeting	Plant for C Paulsen	43.00
Szakatits, Sarah	01		Accounts Payable	Student Refund	1,698.47
TIAA/CREF	01		TIAA/ CREF		7,205.28
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Black SV Mock Turtlenecks (Long Sleeves)	682.18
	050600	Men's Baseball	Instructional Supplies	Catcher's Mask (3)	618.76

					1,300.94
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILS Annual Mtg 9/28	37.20
	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILS Advisory Council 9/27	47.34
	106000	Library Services	Other	Reimbursement for CD's	94.88

					179.42
Throop, John	010110	workforce prep	Consultants	Board of Director Training for NICIL 9/25	315.00
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Refurb Toner	1,008.15
Total Line Supply Company	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	315.99
Tri-County Press	01	College Relations	Advertising	Open PO for Advertisements	250.00
Triple C, Inc	01	Personnel Office	Other Conference & Meeting	Service Recognition Pins	856.76

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 25

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	Personnel Office	Other Conference & Meeting	Pins for Service Awards Banquet	256.03

					1,112.79
Trujillo, Martha M.	01		Accounts Payable	Student Refund	125.00
Trustmark Insurance	01		Optional Life Insurance		713.99
U S Filter Corporation	01	Clinical Laboratory Science	Maintenance Services	Work on Ion 200MB	128.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
Unique Computer	01	Art	Instructional Supplies	Tektronix	175.00
	01	Office & Administrative Services	Instructional Supplies	Upgrades in OAS Area	725.00
	01	Machine Tool	Instructional Supplies	Computer Card for Machine Tool Area	165.00
	01	Director of Health Careers Ed	Office Supplies	Ide Zip 100 (Internal Zip Drive)	109.00
	01	Computing & Instruct Tech	Instructional Supplies	HD (3), CDRom (3), Soundcard (3)	290.00
	01	Computing & Instruct Tech	Instructional Supplies	Repair/Replace CDRom	119.85
	01	Computing & Instruct Tech	Instructional Supplies	Zip Drive	110.00
	01	Computing & Instruct Tech	Instructional Supplies	Floppy Drive	22.00
	01	Computing & Instruct Tech	Instructional Supplies	HP Repair	225.00
	01	Administrative Data Processing	Office Supplies	HD (3), CDRom (3), Soundcard (3)	735.00
	01	Administrative Data Processing	Office Supplies	Arc Server 6.6 Novell Upgrade Y2K	635.00
	01	Administrative Data Processing	Office Supplies	Tapes	160.00

					3,470.85
United Asset Coverage Inc	01	Business Office	Consultants	Telecommunications Charges	1,788.00
United Parcel Service	01	Other Institutional	Postage	UPS Service	84.91
United States Treasury	01	Business Office	Financial Charges & Adjustments	Withholding Tax Discrepancy 2nd Quarter 1999	2,001.12
United Way of Sterling-Rock Fa	01		Other Payables	Replace Void Check No 4213	61.50
Valencia Community College	01	Business Office	Conference/Meeting Expense	Conference Fee	295.00
Vandercreek, M C.	01	Computer Information Systems	Conference/Meeting Expense	Travel Reimbursement 8/24-9/28	93.00
Variable Annuity Life Insurance	01		Valic		455.00
Vasquez, Maggie A.	01		Accounts Payable	Student Refund	191.15
Verbout, Jane E.	01		Accounts Payable	Student Refund	46.50
Vincennes University	050600	Men's Basketball	Other Conference & Meeting	Entry Fee for JUCO Jamboree	35.00
Vonachen Industrial Supplies	02	custodial	Maintenance Supplies	Open Purchase Order to Purchase Supplies	755.98

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 26

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	02	custodial	Maintenance Supplies	Open Purchase Order to Purchase Supplies	240.00

					995.98
Vos, Catherine	010120	Health & Personal Development	Consultants	Aging Parents Workshop Fall 99	50.63
WSDR-AM	01	College Relations	Advertising	Open PO for Advertising	500.00
WSSQ-FM	01	College Relations	Advertising	Open PO for Advertising	546.00
WZT-FM	01	College Relations	Advertising	Open PO for Advertising	410.00
Waddell & Reed, Inc	01		Waddell & Reed		275.00
Wahl Clipper Inc	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Reimburse 1/2 Training Expenses	4,365.00
Wallcur, Inc	01	Licensed Practical Nursing	Instructional Supplies	Practi-Amps (100/box)	68.92
Wallingford, Lori S	01	Nurse Assistant	Consultants	Pinecrest-CPR Billing	80.00
	01		Tuition Billed to Employer	Pinecrest-CPR Billing	20.00
	01		Tuition Billed to Employer	Pinecrest-CPR Billing	10.00
	01		Tuition Billed to Employer	Pinecrest-CPR Billing	10.00
	01		Tuition Billed to Employer	Pinecrest-CPR Billing	10.00
	01		Tuition Billed to Employer	Pinecrest-CPR Billing	10.00
	01		JTPA Whiteside- Summer	Pinecrest-CPR Billing	40.00

					180.00
Ward, Murray, Pace, & Johnson, Inc	01	Board of Trustees	Legal Services	General Legal Services 9/99	1,807.00
	12	Risk Management	Legal Services	General Legal Services 9/99	117.00

					1,924.00
Wardell, Leah	01	Other Institutional	Other Materials and Supplies	Travel Reimbursement-NAEIR 10/1	24.36
Warren Electronic	02	maint	Maintenance Supplies	Switches	15.61
Warren, Mathew H.	01		Accounts Payable	Student Refund	261.32
Wedekind, Becky S.	01		Accounts Payable	Student Refund	637.21
Weight Watchers	01	Education Fund	Resident Tuition	Weight Watchers Fee for 4 People	163.76
	01	Education Fund	Course Fees	Weight Watchers Fee for 4 People	174.00
	02	Operations & Maintenance	Resident Tuition	Weight Watchers Fee for 4 People	20.24

					358.00
Wescott, Kelley M.	01		Accounts Payable	Student Refund	500.00

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

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 27

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
West/Wadsworth	01	Associate Degree Nursing	Instructional Supplies	Diet Analysis Plus-Version 4 for Windows CDRom	18.83
Wetzell, Cory S.	01		Accounts Payable	Student Refund	863.96
White Pines Inn	01	VP- Student Services	Office Supplies	Photos for Student Services Retreat	7.00
White, Nadia R.	051400		Student Loans	Student Loan Due 12/10/99	300.00
Wiersema, Michelle L.	01		Accounts Payable	Student Refund	340.95
Wilkerson, Jennifer L.	01		Accounts Payable	Student Refund	1,270.69
Wilkins-Lowe and Company	01	Other Institutional	Property & Casualty Insurance	Automobile Premium for Additional Truck	10.89
	12	Risk Management	Property & Casualty Insurance	Student Nurse Professional Liability 99/00	2,006.69
	12	Risk Management	Property & Casualty Insurance	Automobile Premium for Additional Truck	22.11

					2,039.69
Wilkins-Lowe and Company	01	Other Institutional	Property & Casualty Insurance	Quarterly Installment on EDP Policy	1,616.00
	01	Other Institutional	Property & Casualty Insurance	Boiler Premium 99/00	3,315.00
	01	Other Institutional	Property & Casualty Insurance	Auto Annual Renewal 99/00	838.20
	01	Other Institutional	Property & Casualty Insurance	Crime & GI Property Renewal 99/00 (Package Policy)	17,307.75
	01	Other Institutional	Property & Casualty Insurance	Auto Adjustment 99/00	19.14
	12	Risk Management	General Insurance	Board Accident Policy 99/00	750.00
	12	Risk Management	General Insurance	Auto Annual Renewal 99/00	1,701.80
	12	Risk Management	General Insurance	D & O Annual Premium 99/00	6,370.00
	12	Risk Management	General Insurance	Umbrella Annual Premium 99/00	2,995.00
	12	Risk Management	General Insurance	Crime & GI Property Renewal 99/00 (Package Policy)	5,769.25
	12	Risk Management	General Insurance	Auto Adjustment 99/00	38.86

					40,721.00
Wilkinson, Rachel J.	01		Accounts Payable	Student Refund	15.00
Williamsen, John	010110	workforce prep	Consultants	Conflict Resolution for Ster/RF YWCA 9/13 & 9/20	225.00
Wilson, Patricia L	01		Accounts Payable	Student Refund	10.00
Winner, Jamie S.	01		Other Payables	Replace Void Check No 34116	26.56
Women's Basketball Coaches Ass	050600	Women's Tennis	Instructional Supplies	Membership for 99/00	75.00
Wood, Therese L.	01	Other Institutional	Other Materials and Supplies	Travel Reimbursement-NAEIR 10/1	3.11
Wood, Therese L.	01		Accounts Payable	Student Refund	46.50
Workman, Stephanie L.	01		Accounts Payable	Student Refund	500.00

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

Sauk Valley Community College
Check Register
From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
TIME: 2:08 PM
PAGE: 28

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Wright, Julie A.	01		Accounts Payable	Student Refund	275.00
Xerox Corporation	050200	Xerox Copier	Interest	Xerox 5042 Copier Lease Payment-Principal	3.70
	050200	Xerox Copier	Interest	Xerox 1090 Copier Lease Payment-Principal	11.74
	050200		Other Noncurrent Obligations	Xerox 5042 Copier Lease Payment-Principal	146.56
	050200		Other Noncurrent Obligations	Xerox 1090 Copier Lease Payment-Principal	582.37

					744.37
Yelm, Stephanie D.	01		Accounts Payable	Student Refund	1,273.61

BANK ACCOUNT TOTAL:

1,072,597.27

REPORT SVRCHKR
 FISCAL YEAR 2000
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 29

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	063020	Perkins IIc	Office Supplies	Publications	135.00
Alfano, Cindy	062022	WFP- Ed to Careers	Instructional Supplies	Reimbursement for Supplies	33.13
Allied Healthcare Products, In	062022	WFP- Education to Careers Grant	Instructional Other Equipment	Gomio Aspirator Model 3020	1,061.00
Ameritech	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges for T1 Line Acct No 815299-21139925	253.41
Apple, Ann M.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel Advance for Banner Conf 10/13-10/15	72.00
Arduini, Karen S.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
Arduini, Karen S.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Armstrong, Carol	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Armstrong, Carol	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Ballew, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
Bardo, Renate D.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel Advance for Banner Conf 10/13-10/15	63.00
Bos, Keith A.	063020	Perkins IIc	Conference/Meeting Expense	Travel Reimbursement 9/99	32.86
Brady, James E.	063020	Perkins IIc	Conference/Meeting Expense	Travel Reimbursement for Seminar 10/4	189.00
Bumsted, Jeff	062010		Other Payables	Replacement for Ck No 2882	11.34
Casson, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Central Restaurant Products	062100	Recycling Implementation Grant	Maintenance Supplies	972-031 Carts	947.08
Coleman, Russelle D.	062270	IDHS Srvg Clnts @ the Front Door	Other	Shoes & Gas Money	51.24
Consolidated Management Co	062022	WFP- Ed to Careers	Conference/Meeting Expense	Refreshments for Jim Russell's Visit from NIU	15.00
	062024	WFP- Career Services	Conference/Meeting Expense	Refreshments for Career Center Open House	22.50
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Refreshments for Lead Facilitators Mtg 9/8	44.25

					81.75
Consulting Psychologists Press	062022	WFP- Ed to Careers	Instructional Supplies	MBTI Type Indicator Sheet No 6834 (25/pkg)	249.70
Dalton, Belinda A.	063011	Student Support Services Grant	Conference/Meeting Expense	Travel Reimbursement-COE Conference 9/11-9/16	264.18
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Reimbursement for Lunch with Larry Jackson	47.00
Dietz, Allen	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00

REPORT SVRCHKR
 FISCAL YEAR 2000
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 30

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Dietz, Allen	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Dixon Area Chamber of Commerce	062024	WFP- Career Services	Conference/Meeting Expense	NationJob Luncheon 9/24	8.50
Dunn, Gail R	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Dunn, Gail R	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
England, Kim	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Finkle, Betty J	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Four Point Products	062022	WFP- Ed to Careers	Office Supplies	Poly Folders	645.91
Frederick, Lesley J.	062022	WFP- Ed to Careers	Instructional Supplies	Reimbursement for Student Ambassador Blazers(3)	111.74
GPN	063020	Perkins IIC	Instructional Supplies	A Tutor's Workshop Video	295.00
GTE Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charges for 8/99	55.85
Gallatin River Communications	062032	Adv Tech- Technology Support Gra	Telecommunications	DS1 Channel DH2A664336..LB	276.00
	062050	SBDC Grant	Telephone	Monthly Telephone Charges	84.79

					360.79
Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Workshops for 9/18 & 9/21	1,500.00
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Workshops 9/18 & 9/21	117.80

					1,617.80
Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	500.00
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement-10/5 Workshop	58.90

					558.90
Hall, Zollie W.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement-Pick up & Deliver Materials	48.98
Hall, Zollie W.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement 10/6-10/10	641.16
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	Maintenance Agreement 58319816:7000SAUK210	730.00
Illini Trophy	062022	WFP- Ed to Careers	Instructional Supplies	Student Ambassador Name Badges (3)	15.00
Illinois Professional Developm	063041	ISBE Adult Education- EA	Conference/Meeting Expense	Networking Equals Results Conf Fee 9/27	37.50
Illinois State University	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Tech Prep & Applied Academics Classes	1,200.00
Illinois State University	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Registration T/P Directors	15.00

REPORT SVRCHKR
 FISCAL YEAR 2000
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 31

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Indiana State University	062022	WFP- Ed to Careers	Instructional Supplies	Registration Fee for ACUI Region 9 Conf 11/5-11/7	390.00
	063011	Student Support Services Grant	Other Conference & Meeting	Registration Fee for ACUI Region 9 Conf 11/5-11/7	390.00
					780.00
James, Tiffany C.	062270	IDHS Srvg Clnts @ the Front Door	Other	Serving Clients at the Front Door	40.00
Jones, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Kim, Linda A.	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel Reimbursement 9/27 Networking Results Conf	131.72
Lane, Charles	062010		Other Payables	Replace Void Check No 1903	109.77
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
McLain, Bethany	062010	Special Populations Grant	Other Contractual Services	Interpreter 8/99-9/99	320.00
Moser, Jan D	062010		Other Payables	Replacement for Ck No 13094	50.00
Muscarello, Marc	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
Muscarello, Marc	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Nelson Marketing	063042	ISBE Adult Education- GG	Instructional Supplies	Bus Card Magnets (Red on White)	206.33
Nelson, Carl	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops for 9/18 & 9/21	120.00
Nelson, Carl	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Nelson, Carolyn J.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Ohio High School	063030	Perkins IIIE Tech Prep	Other	Claim No 2-No 7	1,184.44
Paper Direct Inc	063042	ISBE Adult Education- GG	Instructional Supplies	Embossed Gold-CT6004	20.90
Pillers, Lona	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Royer, Connie Jo	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Service Contract for Copier	14.11
SVCC Educational Fund	062022		I/F Payable	Interfund Payment	2,852.57
	062060		I/F Payable	Interfund Payment	1,728.69
	062150		I/F Payable	Interfund Payment	344.16
	063011		I/F Payable	Interfund Payment	19,145.82
	063012		I/F Payable	Interfund Payment	6,570.46

REPORT SVRCHKR
 FISCAL YEAR 2000
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 32

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	063014		I/F Payable	Interfund Payment	1,818.00
	063020		I/F Payable	Interfund Payment	93.88
	063041		I/F Payable	Interfund Payment	367.95
	063042		I/F Payable	Interfund Payment	3,757.44
	063043		I/F Payable	Interfund Payment	1,771.02
	063044		I/F Payable	Interfund Payment	1,812.82
	063045		I/F Payable	Interfund Payment	455.98
	063071		I/F Payable	Interfund Payment	3,100.84

					43,819.63
Sandholm, Deborah	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Sandholm, Deborah	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Schaefer, Patricia	062010		Other Payables	Replace Void Check No 2133	258.00
Schrader, Nancy A	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Schrader, Nancy A	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 9/30/99 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 9/30/99 Payroll	339.29
	063020	Perkins IIC	Allocated Employee Benefits	Matching Funds 9/30/99 Payroll	119.90

					561.91
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 10/15/99 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 10/15/99 Payroll	339.29
	063020	Perkins IIC	Allocated Employee Benefits	Matching Funds 10/15/99 Payroll	119.90

					561.91
Stevens, Shirley A.	063041	ISBE Adult Education- EA	Conference/Meeting Expense	Travel Reimbursement-IACEA Board Mtg 9/28-9/29	167.72
Swarthout, Rhonda L.	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Travel Advance for Banner Conference 10/13-10/15	63.00
Szakatits, Dana	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshops on 9/18 & 9/21	120.00
Szakatits, Dana	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Travi, Jean	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Travi, Jean	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Unique Computer	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	HP LJ1100 W/Cables	1,303.50
	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	IBM PC300PL 64M 6.4G PIII450, CDRom, Zip	6,194.10
	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	IBM PC300PL PIII450 64M 6.4G, CDRom, Zip,	2,402.56

REPORT SVRCHKR
 FISCAL YEAR 2000
 BANK: 2 Sterling Federal Bank- Restricted

Sauk Valley Community College
 Check Register
 From 09/24/99 To 10/25/99

RUN DATE: 10/18/99
 TIME: 2:08 PM
 PAGE: 33

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	062031	Advance Technology Grant	Instructional Computer Equipment	PC300PL PIII450 64M 6.4G CDRom Zip Intel 10/100	1,877.00
	062031	Advance Technology Grant	Instructional Computer Equipment	IBM PC300PL 64M 6.4G CDRom Zip Intel 10/100 NT4.0	1,877.00
	062031	Advance Technology Grant	Instructional Computer Equipment	HP LJ2100X w/Cable	695.00
	062031	Advance Technology Grant	Instructional Computer Equipment	IBM PC300PL PIII450 64 M 6.4G CDRom, Zip,	3,754.00
	062031	Advance Technology Grant	Instructional Computer Equipment	IBM PC300PL PIII450 64M 6.4G, CDRom, Zip,	1,351.44
	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	HP LJ1100 W/Cables	2,646.50
	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	IBM PC300PL 64M 6.4G PIII450, CDRom, Zip	12,575.90
	062071	ISBE Voc Ed- Program Improvment	Instructional Computer Equipment	IBM PC300PL PIII450 64M 6.4G, CDRom, Zip	5,631.00
	063020	Perkins IIC	Instructional Computer Equipment	IBM PC300PL 64M 6.4G PIII450 CDRom, Zip	45,048.00
	063020	Perkins IIC	Instructional Computer Equipment	IBM PC300PL 64M 6.4G CDRom Zip Intel 10/100 NT4.0	1,877.00
	063020	Perkins IIC	Instructional Computer Equipment	IBM PC300PL PIIIT450 64M 6.4G HD, CDRom, Zip,	3,754.00
	063020	Perkins IIC	Instructional Computer Equipment	HP LJ 4000TN	4,190.00

					95,177.00
Unique Computer	062010		Other Payables	Replace Void Check No 13160	247.00
Waldinger, Cynthia M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 9/21	40.00
Waldinger, Cynthia M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Standards & Competencies Workshop 10/5	40.00
Wear, Barbara	062270	IDHS Srvg Clnts @ the Front Door	Other	Car Battery, Eyeglasses & Gas Money	137.93
White Pines Inn	062022	WFP- Ed to Careers	Conference/Meeting Expense	Refreshments for 9/17 Retreat	333.99
William Rainey Harper College	062024	WFP- Career Services	Conference/Meeting Expense	Il Comm College Career Planning & Placement Mtg	105.00

BANK ACCOUNT TOTAL:

155,964.18

ALL ACCOUNTS TOTAL:

1,228,561.45

Sep 30, 1999
9:06 am

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1999 to September 30, 1999)

Page 34

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/20/99	C/D	CHK3651	LOGIN BOOKS 548.01 Textbook Purchases 111.00 Cash in Bank	7,758.32	7,758.
09/23/99	C/D	CHK3651	VOID 111.00 Cash in Bank 548.01 Textbook Purchases	7,758.32	7,758.
09/07/99	C/D	CHK6915	CONSOLIDATED FREIGHTWAYS 549.01 Textbook Transportation 111.00 Cash in Bank	611.02	611.0
09/07/99	C/D	CHK6916	RPS INC 549.01 Textbook Transportation 111.00 Cash in Bank	568.07	568.0
09/07/99	C/D	CHK6917	JOSTENS 548.03 Miscellaneous Purchases 111.00 Cash in Bank	39.50	39.5
09/14/99	C/D	CHK6918	CONSOLIDATED FREIGHT 549.01 Textbook Transportation 111.00 Cash in Bank	281.36	281.0
09/14/99	C/D	CHK6919	GOSPEL PUBLISHING 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	170.18 7.91	178
09/14/99	C/D	CHK6920	FRAMEESE CO 548.03 Miscellaneous Purchases 111.00 Cash in Bank	405.00	405.0
09/14/99	C/D	CHK6921	CMS SOFTWARE 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	120.00 5.50	125.5
09/14/99	C/D	CHK6922	PENGUIN PUTNAM 548.04 Paperback Purchases 111.00 Cash in Bank	3.64	3.6
09/14/99	C/D	CHK6923	PPCT MGT SYSTEMS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	135.30 6.87	142.1
09/14/99	C/D	CHK6924	PROMARK 540.00 General Materials & Supplies 111.00 Cash in Bank	301.13	301.1
09/14/99	C/D	CHK6925	HARCOURT BRACE 548.04 Paperback Purchases 548.01 Textbook Purchases 111.00 Cash in Bank	76.64 21,198.49	21,275.

Sep 30, 1999
9:06 am

SVCC Bookstore
Journal Detail Report

(Report period: September 1, 1999 to September 30, 1999)

Page 35

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/14/99	C/D	CHK6926	PEARSON ED 548.01 Textbook Purchases 111.00 Cash in Bank	47,764.50	47,764.50
09/14/99	C/D	CHK6927	HOUGHTON MIFFLIN 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	26,224.05 58.78	26,282.83
09/14/99	C/D	CHK6928	HARPER COLLINS 543.01 Textbook Purchases 111.00 Cash in Bank	426.00	426.00
09/14/99	C/D	CHK6929	LAB VOLT 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	36.00 4.30	40.30
09/14/99	C/D	CHK6930	J JACOBS & CO 548.03 Miscellaneous Purchases 549.03 Miscellaneous Transportation 111.00 Cash in Bank	338.00 41.31	379.31
09/14/99	C/D	CHK6930	CORRECTION 111.00 Cash in Bank 548.03 Miscellaneous Purchases	2.00	2.00
09/14/99	C/D	CHK6931	GOODHEART & WILLCOX 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	102.00 4.25	106.25
09/14/99	C/D	CHK6932	AMERICAN TECH 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	277.17 5.41	282.58
09/14/99	C/D	CHK6933	ARTCRAFT 548.02 Supply Purchases 549.02 Supply Transportation 111.00 Cash in Bank	932.21 48.51	980.72
09/14/99	C/D	CHK6934	LOGIN BROS BOOK CO 548.01 Textbook Purchases 111.00 Cash in Bank	7,149.30	7,149.30
09/14/99	C/D	CHK6934	CORRECTION/CR MEMO ERR 548.01 Textbook Purchases 548.04 Paperback Purchases	1,124.84	1,124.84
09/20/99	C/D	CHK6934	VOID 111.00 Cash in Bank 111.00 Cash in Bank	7,149.30	7,149.30

Sep 30, 1999
9:06 am

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1999 to September 30, 1999)

Page 36

Date	Jnl	Ref. No	Description / Accounts	Debits	Credit
09/20/99	C/D	CHK6934	VOID		
			111.00 Cash in Bank	7,149.30	
			548.04 Paperback Purchases		1,124
			548.01 Textbook Purchases		6,024
09/14/99	C/D	CHK6935	NAEYC NAT'L ASSOC		
			548.01 Textbook Purchases	121.50	
			111.00 Cash in Bank		121
09/14/99	C/D	CHK6936	JBH TECH		
			548.01 Textbook Purchases	1,687.60	
			549.01 Textbook Transportation		85.35
			111.00 Cash in Bank		1,772.
09/14/99	C/D	CHK6937	NEBRASKA BOOK		
			548.05 Used Book Purchases	3,726.08	
			549.05 Used Book Transportation		19.06
			111.00 Cash in Bank		3,745.
09/14/99	C/D	CHK6938	EDUCAT FOUNDATION		
			548.01 Textbook Purchases	418.00	
			549.01 Textbook Transportation		19.20
			111.00 Cash in Bank		437.
09/14/99	C/D	CHK6939	W W NORTON		
			548.01 Textbook Purchases	2.50	
			548.04 Paperback Purchases		22.36
			111.00 Cash in Bank		2
09/14/99	C/D	CHK6940	SBM		
			540.00 General Materials & Supplies	172.85	
			111.00 Cash in Bank		172.
09/14/99	C/D	CHK6941	ADDISON WESLEY LONGMAN		
			548.01 Textbook Purchases	111.89	
			111.00 Cash in Bank		111.
09/14/99	C/D	CHK6941	CORRECTION		
			111.00 Cash in Bank	0.80	
			548.01 Textbook Purchases		0.
09/14/99	C/D	CHK6942	QUALITY COUCIL OF INDIAN		
			548.01 Textbook Purchases	240.00	
			549.01 Textbook Transportation		20.00
			111.00 Cash in Bank		260.
09/14/99	C/D	CHK6943	PRISM MAGNETICS		
			548.02 Supply Purchases	1,354.60	
			548.21 Computer Software Purchases		479.40
			111.00 Cash in Bank		1,834.

Sep 30, 1999
9:06 am

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1999 to September 30, 1999)

Page 37

Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
09/14/99	C/D	CHK6944	MCGRAW HILL 548.01 Textbook Purchases 549.04 Paperback Transportation 549.01 Textbook Transportation 111.00 Cash in Bank	57,512.42 114.78 289.08 57,916.28	
09/15/99	C/D	CHK6945	LAB VOLT SYSTEMS 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	612.00 22.80 634.80	
09/15/99	C/D	CHK6946	JOHN WILEY & SONS 548.01 Textbook Purchases 111.00 Cash in Bank	244.00 244.00	
09/15/99	C/D	CHK6947	WATSON GUPTILL 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	109.73 5.49 115.22	
09/15/99	C/D	CHK6948	ITP EDUCATION 548.01 Textbook Purchases 111.00 Cash in Bank	56,528.20 56,528.20	
09/15/99	C/D	CHK6949	ILL DEPART OF REVENUE 235.00 Accrued Sales Tax Payable 111.00 Cash in Bank	15,633.00 15,633.00	
09/15/99	C/D	CHK6950	BAKER & TAYLOR 548.01 Textbook Purchases 111.00 Cash in Bank	78.96 78.96	
09/20/99	C/D	CHK6951	LOGIN BROS 548.01 Textbook Purchases 111.00 Cash in Bank	7,758.32 7,758.32	
09/24/99	C/D	CHK6952	CONSOLIDATED MGT 548.32 Meal Ticket 111.00 Cash in Bank	1,400.00 1,400.00	
09/24/99	C/D	CHK6953	SAMSILL 548.02 Supply Purchases 111.00 Cash in Bank	1,779.89 1,779.89	
09/24/99	C/D	CHK6954	CONSOLIDATED FREIGHTWAYS 549.01 Textbook Transportation 111.00 Cash in Bank	49.49 49.49	
09/24/99	C/D	CHK6955	RPS 549.01 Textbook Transportation 549.05 Used Book Transportation 549.21 Computer Software Transport 540.00 General Materials & Supplies 111.00 Cash in Bank	276.89 47.78 19.69 10.44 354.80	

Sep 30, 1999
9:06 am

SVCC Bookstore
Journal Detail Report
(Report period: September 1, 1999 to September 30, 1999)

Page 38

Date	Jnl	Ref. No	Description / Accounts	Debits	Credit
09/30/99	C/D	CHK6956	SVCC BKSTORE BUY BACK FD		
			113.06 Petty Cash -Buy Back	1,000.00	
			111.00 Cash in Bank		1,000
			***** Report Total	252,166.45	252,166..