

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

December 20, 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	November 30, 1999	\$189,945.96
	December 14, 1999	\$189,017.66

5. Budget Report

6. Health/Life Insurance Report

7. 2000 - 2002 Academic Calendar Approval

**8. Board Policy 419.01 Fringe Benefit (H. Vacations) Revisions
(Second Reading)**

**9. Board Policy 113.01 Inspection of Board Records and Accounts
Revisions (Second Reading)**

E. President's Report

1. Monthly Policy Reviews - 425.02, 501.01, 502.01, 503.01

2. Corporate and Community Services (attached)

3. Students, Athletics, and Sauk Valley Community College (attached)

4. CLS Registry and NCLEX-PN Results (attached)

5. ICCEDA President-elect (attached)

6. Enrollment Update

7. NCA Chair Corps

F. Financial Reports and Actions

1. 1999 Tax Levy Approval

2. Bookstore Management Proposal

3. Proficiency Exam Fee

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

H. Personnel

- 1. Faculty Appointment (Industrial Technology)**
- 2. Faculty Appointment (Nursing)**
- 3. Administrative Early Retirement Request**
- 4. Faculty Early Retirement Request**

I. 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

January 24, 2000

February 28, 2000

March 27, 2000

April 24, 2000

ICCTA Monthly Meetings

January 15, 2000
Renaissance, Springfield

Nothing Scheduled

March 11, 2000
Holiday Inn - Bloomington

April 4 and 5, 2000
Lobby Day (tentative)

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

December 20, 1999

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on December 20, 1999 in the third floor Board Room of Sauk Valley Community College, 173 Illinois Route #2, Dixon, Illinois.

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

Edward Andersen	Tom Jensen
Robert Thompson	Pennie von Bergen Wessels
William Simpson	Nicholas Straw

Absent: Nancy Varga B.J. Wolf

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

Agenda: It was moved by Member Andersen and seconded by Member Straw that the Board move Agenda Item F-2 (Bookstore Management Proposal) to H-5 under Personnel. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Consent Agenda: Member von Bergen Wessels requested that Item D-3 (Bills Payable) be removed from the Consent Agenda before the Consent Agenda was put up for a vote. It was moved by Member Andersen and seconded by Member Thompson that the Board remove Item D-3 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.

Bills Payable: It was moved by Member Andersen and seconded by Member Thompson that the Board approve the bills list as presented. Member von Bergen Wessels moved to amend this motion to approve all bills but the one for Triple C, Inc. in the amount of

\$563.52. In a roll call vote on the amendment, the following was recorded: Ayes - Member von Bergen Wessels. Nays - Members Andersen, Jensen, Thompson, and Simpson. Motion defeated. Student Trustee Straw advisory vote: nay.

In a vote on the original motion to approve the bills list, the following was recorded: Ayes - Members Andersen, Jensen, Thompson and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

President's Report: Heard President Behrendt report on the Office of Corporate and Community Services, students and athletics at the College, that the 1999 graduates of the CLS and LPN programs passed their exams on their first attempt for a 100% pass rate, that Dean Tom Gospodarczyk had been elected president elect of the ICCEDA, that spring enrollment showed an increase of 7.6% in FTE, and he had been appointed to the North Central Association Chair Corps.

Tax Levy Approval: It was moved by Member Andersen and seconded by Member Jensen that the Board approve the 1999 tax levy as presented. After discussion, the following vote was recorded: Ayes - Members Andersen, Jensen, Thompson, and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

Proficiency Exam Fee: It was moved by Member Jensen and seconded by Member Thompson that the Board approve a \$10 per semester hour proficiency exam fee, effective Spring 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Closed Session: At 7:40 p.m. it was moved by Member Jensen and seconded by Member Thompson that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, collective bargaining matters, and pending litigation. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Regular Session: The Board returned to regular session at 8:20 p.m.

Faculty Appointment: (Industrial Technology): It was moved by Member Jensen and seconded by Member Andersen that the Board approve the appointment of Larry Sileven as an Assistant Professor (Step 15) of Industrial Technology at a 9-month prorated salary of \$41,207, effective January 7, 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Faculty Appointment (Nursing): It was moved by Member Jensen and seconded by Member Thompson that the Board approve the appointment of Colleen Klein as an Associate Professor of Nursing (Step 12) at a 9-month prorated salary of \$42,547, effective January 7, 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Administrative Early Retirement Request: It was moved by Member Jensen and seconded by Member Thompson that the Board approve with regret the early retirement request of Walt Clevenger, Dean of Information Technology, effective June 30, 2002. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Faculty Early Retirement Request: It was moved by Member Andersen and seconded by Member Jensen that the Board approve with regret the early retirement request of Dr. Glenn Bailey, Professor of Business, effective May 31, 2000. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Bookstore Management Proposal: It was moved by Member Jensen and seconded by Member Thompson that the Board approve the administration's recommendation to request proposals from appropriate vendors to manage the Sauk Valley Community College bookstore. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Reports: Student Trustee Straw reported on the ICCB Leadership Conference on Core Values to be held in February in Springfield, the Madrigal Dinner, the successful toy and mitten tree collections, and the PTK food drive held before Christmas break.

ICCTA Representative Thompson reported on the ICCTA January meeting to be held in Springfield on January 14 and 15.

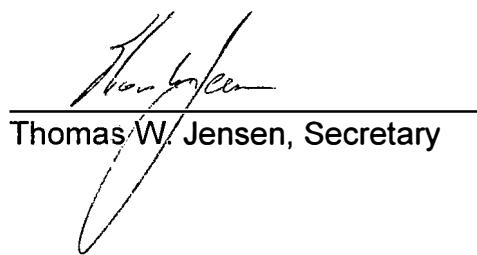
Dr. Behrendt told the Board he would be attending the Washington D.C. FLY-IN to be held on February 29 and March 1 and asked if any Board member would be interested in attending. Member Jensen reminded the Board of the NWICCTA meeting to be held at Highland Community College at 6:30 p.m. on February 9.

Foundation Liaison Andersen reported that the housing agreement from Russell Construction was nearing completion and should be ready for review by the Foundation Executive Committee, that HB 1766 had been passed by the Legislature, and that the Finance Committee had reviewed and accepted their Goals and Objectives for 1999 - 2000.

Adjournment: Since the scheduled business was completed, it was moved by Member Jensen and seconded by Member Thompson that the Board adjourn. The next regular meeting will be held on Monday, January 24 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 meeting adjourned at 8:35 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary

For Board Meeting of
December 20, 1999

Agenda Item D-7

2000 - 2002 ACADEMIC CALENDAR APPROVAL

The attached two-year academic calendar (Fall 2000 through Summer of 2002) is submitted for Board approval. Upon approval, this calendar will then be included in our new College catalog.

RECOMMENDATION: Board approval of the attached academic calendar as presented.

SAUK VALLEY COMMUNITY COLLEGE
DIXON, ILLINOIS

ACADEMIC CALENDAR

FALL SEMESTER 2000

Early registration	Monday, April 3
Last day for early registered students to pay	Thursday, August 3
Regular registration	Monday, August 7 - Thursday, August 10
Fall In-Service	Wednesday, August 16
Fall classes begin	Thursday, August 17
Late registration	Thursday, August 17 - Wednesday, August 23
Last day for course change	Wednesday, August 23
Free-For-Fall Day - No classes 12 Noon to 2:30 PM	Wednesday, August 30 Evening classes will be held as scheduled
abor Day - No classes - Offices closed	Monday, September 4
eficiency notices mailed (5th week)	Friday, September 29
Constitution Examination	Thursday, October 5
Columbus Day - No classes - Offices closed	Monday, October 9
Mid-semester date	Friday, October 13
Veteran's Day Observance - No Classes - Offices closed	Friday, November 10
College Night	Tuesday, November 14
Last day for student-initiated withdrawal	Tuesday, November 21
Thanksgiving vacation begins at 4:30 PM	Wednesday, November 22
Classes resume	Monday, November 27
Final examinations	Tuesday, December 12 - Monday, December 18
All grades due in Office of Admissions and Records by 8:30 AM	Tuesday, December 19
College closed for the holidays at 4:30 PM	Friday, December 22
College offices open at 8:00 AM	Tuesday, January 2

SAUK VALLEY COMMUNITY COLLEGE
CALENDAR
SPRING SEMESTER 2001

Early registration and fee payment begins	Monday, November 6
Last day for early registered students to pay	Friday, December 8
Regular registration:	Monday, December 11 - Thursday, January 4
Spring In-Service	Friday, January 5
Classes begin	Monday, January 8
Late registration 8:00 AM - 7:00 PM	Monday, January 8 - Thursday, January 11
8:00 AM - 4:30 PM	Friday January 12
Last day for course change	Friday, January 12
 Martin Luther King Day - No classes - Offices closed	Monday, January 15
Deficiency notices mailed (5th week)	Friday, February 16
'residents' Day - No classes - Offices closed	Monday, February 19
Mid-semester date	Friday, March 2
Constitution Examination	Thursday, March 8
Spring Workshop (No classes until 4:00 PM)	Thursday, March 15
Spring vacation begins at 4:30 p.m.	Friday, March 23
Classes resume	Monday, April 2
Holiday - Offices closed	Friday, April 13
Last day for student-initiated withdrawal	Friday, April 20
Final examinations	Tuesday, May 8 - Monday, May 14
Final grades for prospective graduates due in Office of Admissions and Records by 12 NOON	Friday, May 11
All grades due in Office of Admissions and Records by 8:30 AM	Tuesday, May 15
Commencement	Thursday, May 17
Memorial Day - Offices closed	Monday, May 28

CALENDAR
INTERSESSION 2001

Early registration and fee payment begins	Monday, April 2
Classes begin	Monday, May 21
Late registration: 8:00 AM - 12:00 Noon	Monday, May 21
Memorial Day - No classes - Offices closed	Monday, May 28
Mid-semester date	Wednesday, May 30
Final examinations	Thursday, June 7
All grades due in the Office of Admissions and Records by 8:30 AM	Monday, June 11

SUMMER SESSION 2001

Early registration and fee payment begins	Monday, April 2
Last day for early-registered students to pay	Thursday, May 31
Regular Registration : 7:00 AM - 7:00 PM	Monday, June 4 - Thursday, June 7
Classes begin	Monday, June 11
Late registration: 7:00 AM - 7:00 PM	Monday, June 11 - Tuesday, June 12
Independence Day - No Classes - Offices Closed	Wednesday, July 4
Mid-semester date	Thursday, July 5
Final examinations	Wednesday, July 25 - Thursday, July 26
All grades due in the Office of Admissions and Records by 8:30 AM	Monday, July 30

CALENDAR
FALL SEMESTER 2001

Early registration and fee payment begins	Monday, April 2
Last day for early registered students to pay	Thursday, August 2
Regular registration:	Monday, August 6 - Thursday, August 9
Fall In-Service	Wednesday, August 15
Fall classes begin	Thursday, August 16
Late registration	Thursday, August 16 - Wednesday, August 22
Last day for course change	Wednesday, August 22
Free-For-Fall Day - (No classes 12 Noon to 2:30 PM)	Wednesday, August 29
Evening classes will be held as scheduled	
Labor Day - No classes - Offices closed	Monday, September 3
Efficiency notices mailed (5th week)	Friday, September 28
Constitution Exam	Thursday, October 4
Term Break - No classes - Offices closed	Friday, October 5
Mid-semester date	Friday, October 12
College Night	Tuesday, November 6
Veteran's Day - No Classes - Offices closed	Monday, November 12
Thanksgiving Vacation begins at 4:30 PM	Wednesday, November 21
Last day for student-initiated withdrawal	Wednesday, November 21
Classes resume	Monday, November 26
Final examinations	Tuesday, December 11 - Monday, December 17
All grades due in Office of Admissions and Records by 8:30 AM	Tuesday, December 18
College closed for Christmas break at 4:30 PM	Friday, December 21
College offices open at 8:00 AM	Wednesday, January 2

ACADEMIC CALENDAR
SPRING SEMESTER 2002

Early registration and fee payment begins	Monday, October 29
Last day for early registered students to pay	Friday, December 7
Regular registration:	Monday, December 10 - Thursday, January 10
Spring In-Service	Friday, January 11
Classes begin	Monday, January 14
Late registration 8:00 AM - 7:00 PM	Monday, January 14 - Thursday, January 17
8:00 AM - 4:30 PM	Friday, January 18
Last day for course change	Friday, January 18
Martin Luther King Day - No classes - Offices closed	Monday, January 21
Presidents' Day No classes - Offices closed	Monday, February 18
Deficiency notices mailed (5th week)	Friday, February 22
Constitution Examination	Thursday, March 7
Mid-semester date	Friday, March 8
Spring Workshop (No classes until 4:00 PM)	Thursday, March 14
Spring vacation begins at 4:30 PM	Friday, March 22
Holiday - Offices closed	Friday, March 29
Classes resume	Monday, April 1
Last day for student-initiated withdrawal	Friday, April 26
Final examinations	Tuesday May 14 - Monday - May 20
Final grades for prospective graduates due in Office of Admissions and Records by 12 Noon	Friday, May 17
All grades due in Office of Admissions and Records by 8:30 AM	Tuesday, May 21
Commencement	Thursday, May 23
Memorial Day - Offices closed	Monday, May 27

**ACADEMIC CALENDAR
INTERSESSION 2002**

Early registration and fee payment begins	Monday, April 1
Memorial Day - No classes - Offices closed	Monday, May 27
Classes begin	Tuesday, May 28
Late registration: 8:00 AM - 12:00 Noon	Tuesday, May 28
Mid-semester date	Thursday, June 6
Final examinations	Thursday, June 13
All grades due in the Office of Admissions and Records by 8:30 AM	Monday, June 17

SUMMER SESSION 2002

Early registration and fee payment begins	Monday, April 1
Last day for early-registered students to pay	Thursday, June 6
Registration	Monday, June 10 - Thursday, June 13
Classes begin	Monday, June 17
Late registration: 7:00 AM - 7:00 PM	Monday, June 17 - Tuesday, June 18
Holiday - No Classes - Offices Closed	Thursday, July 4
Mid-semester date	Wednesday, July 11
Final examinations	Wednesday, July 31 - Thursday, August 1
All grades due in Office of Admissions and Records by 8:30 AM	Monday, August 5

Office of the President
December, 1999

For Board Meeting of
December 20, 1999

Agenda Item D-8

**BOARD POLICY 419.01 FRINGE BENEFITS (h. Vacations)
REVISIONS (SECOND READING)**

Since we have required staff to take vacation or personal days during the holiday break, Attorney Pace felt we needed to include that in our fringe benefit policy.

RECOMMENDATION: Board approval for second reading of revisions to Board Policy 419.01 Fringe Benefits (h. Vacations).

PROFESSIONAL TECHNICAL STAFF

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

ADMINISTRATORS

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

The above rates are effective with the first day of the first full month of employment. ~~All~~

~~vacations must be taken by the employee within 18 months (December 31st) following the close of the fiscal years during which the vacation time will have accrued or any excess accumulation shall be lost. It is the policy of the College to encourage employees to use vacation days rather than allow them to accumulate.~~

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

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

PROPOSED

419.01 h. Vacations

Scheduling Vacations

The scheduling of all vacations shall be approved by the employee's supervisor. All vacations earned must be taken by the employee within 18 months (i.e. by December 31st) of the close of the fiscal years during which the vacation time has been earned. If not taken within the time specified, any accumulated vacation days shall be lost. Employees are encouraged to use vacation days rather than allow them to accumulate. Unless specifically excepted by the President, all employees shall take vacation or personal days during the period the College is scheduled to be closed in December and in the first week of January, as shown by the College calendar.

For Board Meeting of
December 20, 1999

Agenda Item D-9

**BOARD POLICY 113.01 INSPECTION OF BOARD RECORDS
AND ACCOUNTS REVISIONS (SECOND READING)**

At the November meeting, the Board approved for first reading the recommendation of the President's Council to shift the responsibilities for administering the Freedom of Information Act provisions from the Vice President of Student Services (Joan Kerber) to the Vice President of Administrative Services (Ruth Bittner). We are now presenting it for second reading.

RECOMMENDATION: Board approval for second reading of the revisions to Board Policy 113.01 Inspection of Board Records and Accounts.

PRESENT

p. 116

113.01 Inspection of Board Records and Accounts

The College shall furnish the opportunity for review or copying of College records to the extent required by law. In carrying out that responsibility, the Board shall adopt regulations, from time to time, to facilitate compliance with law. The Vice President of Student Services shall be the Freedom of Information Officer for the College, and that person shall have the primary responsibility to carry out the requirements of the law and the regulations.

PROPOSED

p. 116

113.01 Inspection of Board Records and Accounts

The College shall furnish the opportunity for review or copying of College records to the extent required by law. In carrying out that responsibility, the Board shall adopt regulations, from time to time, to facilitate compliance with law. **The Vice President of Administrative Services** shall be the Freedom of Information Officer for the College, and that person shall have the primary responsibility to carry out the requirements of the law and the regulations.

425.02 Senior Services Option

The College shall make available to all full-time College retirees (“retirees”) who qualify for and participate in the Sauk Valley Community College “Early Retirement Incentive Program” (as set out in Section 425.01 of the College Policies) the option to provide “professional educational services” to the College, in addition to his or her regular assignment, during the last year or years of service to the College. For such services the retiree can earn up to a maximum of an additional twenty percent (20%) of his or her college compensation earned during the prior year. Such option shall be referred to as the “Senior Services Option”.

1. Professional Educational Services Plan

“Professional educational services” to be performed by a retiree electing the Senior Services Option may include, but are not limited to, curriculum modification and improvements; design and program development; mentoring new full or part-time faculty or staff; research and analysis; additional work or other professional services which are to be performed in addition to the retiree’s normal job. Professional educational services are expected to have a significant value to the College. Participation in this option shall require the retiree to submit a detailed plan (“Plan”) which must be fully approved by the appropriate Vice President who shall submit it to the President of the College. The President must give final approval of the Plan before commencement of such services. The President shall have the right to refuse payment in part or full if the work is not performed according to the Plan. In the event the Senior Services Option work is not performed to the satisfaction of the President, the College shall have the option to refuse to allocate any or all of said additional salary as professional educational services. The judgement of the College shall be final and not subject to appeal.

2. Eligibility

To be eligible for participation in the Senior Services Option the staff member must:

- Otherwise qualify for the “Early Retirement Incentive Program” set out in Section 425.01 of College Policies. The Senior Services Option will not be available to retirees under any other retirement option.
- Notify the President, in writing, of his or her intention to participate in the Senior Services Option and complete all work under the Plan prior to the date of actual retirement. The notice and the Plan shall be given before March 1 of any year the retiree expects to perform professional educational services which are intended to qualify under the Senior Services Option, prior to the actual retirement commencement date. The Plan shall be proposed by the retiree in sufficient time to permit the College administration a reasonable time to review and approve all of the proposed work and timetable details of the proposed plan.
- Submit a detailed plan of proposed professional services which provides the following:
 - a. The general scope of work to be performed; the dates for progressive completion of such work; including definite starting and ending dates;
 - b. The expected benefit to the College of such work;
 - c. All short term and long term costs expected to be paid by the College, if any.

3. Salary Limitations of Senior Services Option

- Each participating retiree shall be paid additional salary for the additional professional educational services, which shall not exceed twenty percent (20%) of that retiree's college compensation (defined hereunder as the total college compensation received by the employee during the prior year). The additional salary earned under the Senior Services Option shall be subtracted before determining the final year's retirement incentive payment being paid the retiring staff member by the College under the Early Retirement Incentive Program in effect at the time of retirement. Further, the additional salary approved by the College and paid the retiree for the professional educational services shall be credited against and shall be considered a part of the lump sum payment payable by the College to the retiree as early retirement incentive under Section 425.01 of the College Policies.
- Payment for such additional services shall be paid only for professional educational services actually rendered by the retiring employee in accordance with the approved Plan. Compensation earned by the retiree for such professional educational services will be paid in installments according to the regular pay plan chosen by the staff member, providing the installments shall be consistent with the Plan's progressive completion dates specified.
- All professional educational services to be performed under the Senior Services Option shall be completed and final payment by the College shall be made by the retiree's actual retirement date. In the event the retiring employee receives payment for professional educational services which are not performed or are not completed by the retiree's actual retirement date, the College shall have the right

to deny additional salary value status for such work. In such event the College shall have the option to consider such payments previously made as retirement incentive payments, seek restitution from the retiring or retired employee, and/or withhold, deduct or set off any such overpayments against any other payments or credits due the retiree from the College from any source.

4. Grandfather Clause

Any employee who plans to retire during or at the end of the 1997-98 college year and is otherwise eligible to participate in the Senior Services Option except for the March 1, 1997 deadline for notice and submission of Plan, shall have the deadline extended for notice and Plan submission until July 1, 1997.

5/27/97

501.01 Academic Programs and Requirements

The academic programs and requirements for any certificate or degree shall be authorized by vote of the Board of Trustees upon recommendation from the President and will be subject to additional approval procedures required by the Illinois Community College Board, the Board of Higher Education and other cognizant regulatory agencies.

502.01 College Liability

In accordance with 103-29 of the Illinois Public Community College Act, insurance coverage shall be maintained to identify and protect board members and employees of the Board against death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts, while such Board member or employee is acting within the scope of employment or under the direction of the Sauk Valley Community College Board.

The Board shall also insure against any loss or liability of the district, or Board members and employees of the Board against death, bodily injury and property damage claims and suits, including defense thereof, when damages are sought for alleged negligent or wrongful acts while such Board member or employee is acting within the scope of employment or under the direction of the Board. Such insurance shall be carried in a company licensed to write such coverage in this state.

2/12/79

3/23/87

503.01 Information Systems

The Data Processing Center shall be dedicated to the primary use of Sauk Valley Community College. The only exception would be for providing services to other educational institutions within the college district. Any service fee and/or agreements for such services shall be approved by the Board of Trustees.

3/23/81

3/23/87

4/27/92

Memorandum

the Office of Corporate and Community Services
Sauk Valley Community College
815-288-5511, ext. 302

TO: Deborah Hecht

FROM: Tom Gospodarczyk *Tom G*

DATE: December 2, 1999

RE: CCS Data for fiscal year 1999

Time Period: July 1, 1998 - June 30, 1999

	Corporate Training	Community Services	Totals
Number of Programs	63	283	346
Number of Companies	24	NA	24
Number of Participants	1834	5014	6848
Gross Sales	\$90,346.00	\$101,314.25	\$191,660.25
Expenses	\$36,418.00	\$88,064.34	\$124,482.34
Net	\$53,928.00	\$13,249.91	\$67,177.91
Net as Percent of Sales	59.69%	13.08%	35.05%

Additional Programs and Services not included above:

	Number Offered	Number of Participants
Credit Courses	57	498
Telecourses	35	355
SBDC Clients	NA	170
Totals	92	1023
Totals from above table	346	6848
Grand Total	438	7871

STUDENTS, ATHLETICS, AND SAUK VALLEY COMMUNITY COLLEGE

The vision of any community college must emphasize at least three major factors - quality education, students and community.

Sauk Valley Community College is well aware of these multiple roles as can be seen through its 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."

Continuation of the mission statement shows the commitment the College has to the community and to the various interests and abilities of each individual student. The College has always taken the stance that it is an integral part of the community it serves and must be a community leader by initiating programs and services in response to identified needs, interests, and trends.

An understanding of the role that our intercollegiate athletic program plays in fulfilling the mission of the College can best be understood through the intercollegiate athletic philosophy statement that was passed by the SVCC Board of Trustees in 1987.

The purpose of an intercollegiate athletics program is to provide balance to student opportunities: a college should offer not only instruction but extracurricular programs and cultural offerings as well. However, the philosophy of a winning intercollegiate athletics program must be for the athletes to win and to graduate. This is the philosophy at Sauk Valley Community College: the teams are expected to win and the student-athletes are expected to graduate. Embodied in this philosophy is the assumption that the coaches, fans, and student-athletes will participate enthusiastically and skillfully yet demonstrate good sportsmanship and be always mindful of the fact that they are representing Sauk Valley Community College.

Varying reasons can be offered why Sauk Valley Community College should place an emphasis on a winning intercollegiate athletics program. The first is to provide an opportunity for students who have the ability and talent in an athletic area. A college has an obligation to provide opportunities for all of its students - be they cultural, academic or athletic.

Excellence is expected in all of these areas, for it is through excellence that the students grow and thrive. And in turn, it is through excellence that the programs attract superior students.

This leads to an obvious second reason - a winning intercollegiate athletic program attracts students and increases enrollment. Public interest for an academic institution peaks when it is coupled with winning athletic teams. Positive exposure in the media is attracted and as prospective students perceive the excellence in one area they connect it to the College as a whole.

With more and more institutions of higher education competing for our district's best high school graduates, the winning intercollegiate athletic program is an excellent recruiting tool. Also, student athletes are often hometown heroes and their very presence on campus attracts students to enroll in Sauk.

Students who have had the opportunity to play on a winning team in high school many times will look to a community college for continuation. They may or may not have the ability to immediately compete at a four-year institution and often they would not be offered a scholarship in return for their talent and commitment. If they did not have Sauk Valley Community College to look to for continuation of their athletics, many would go elsewhere or perhaps not even pursue higher education.

For this reason, the College utilizes a guideline in which it makes every attempt possible to recruit 67% of their team players from in-district athletes, thus providing an opportunity for these talented students to not only continue their education in-district, but also continue to display their talents to local fans.

In the 1998-99 academic year, there were 73 in-district athletes and 25 out-of-district athletes, for a percentage rate of 74.5 for the total overall intercollegiate program. This is a typical percentage from year to year.

Our Board of Trustees was insightful in recognizing the advantages to having a winning intercollegiate athletic program and on January 26, 1987, passed the following resolution.

RESOLUTION

WHEREAS, Any college must provide not only a strong academic program, but a balance in terms of offering extracurricular activities as well, and

WHEREAS, A community college must provide academic, cultural, and athletic leadership for its district, and

WHEREAS, Intercollegiate athletics is a legitimate student support function at Sauk Valley Community College and

WHEREAS, Sauk Valley Community College is committed to excellence in all its programs and services; now therefore, be it

RESOLVED That the Sauk Valley Community College Board of Trustees is philosophically committed to developing a winning intercollegiate athletics program while maintaining an emphasis on academic performance first and athletic performance second; and be it further

RESOLVED That the Sauk Valley Community College Board of Trustees will consider appropriate means of support in order to develop such a winning intercollegiate athletics program in compliance within NJCAA requirements.

Given the above resolution, the coaches at Sauk Valley Community College are committed to seeing that their student athletes are provided with the best support that Sauk has to offer in all areas including academic tutoring, personal counseling, academic advising, and all-around growth in values.

We believe it is because of the high caliber of students which Sauk Valley's winning intercollegiate athletic program attracts and because of the support that our student athletes receive that they are able to achieve many of their goals - including transferring to four-year colleges, succeeding academically, and maintaining a high retention rate.

The following table illustrates the academic achievement of our athletes.

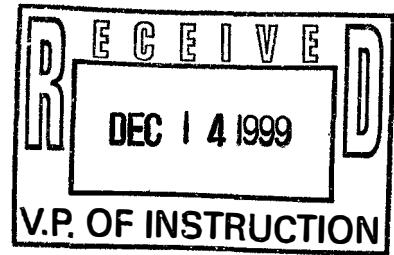
	1998-99	1997-98	1996-97
SVCC Overall GPA	2.95	2.94	2.81
Student Athletic GPA	2.78	2.55	2.62
Distinguished All-Americans (3.80+ GPA)	2	1	1
All-Americans (3.60+ GPA)	1	2	3

Equally important is the emphasis that our coaches place on our student athletes gaining, maintaining and leaving Sauk with a strong value system that has been reiterated and nurtured into every aspect of their lives. Lessons learned on the values of working together for the good of the team, even when it means that one's own self interest must sometimes be considered to be secondary, are lessons that are carried into all aspects of successful life experiences by our Sauk Valley student athletes. It is not uncommon for coaches to receive letters from their athletes many years after they have left Sauk giving testimony and thanks to the life values that they took with them from Sauk Valley Community College.

Sauk is very fortunate to have an anonymous private donor who has given a great deal of financial support to our College throughout the years. Part of this support is \$15,000 given in scholarship money each year for our student athletes and another \$2,500 given for the athletic programs. This donor's generous contributions have paid for the first two years of operating expenses of new programs thus allowing the College to introduce women's softball, men's baseball and men/women's cross-country. Three endowments by other donors have been established specifically for athletic scholarships and approximately \$8,500 is available if needed through these endowments.

Finally, below is a cost summary for the intercollegiate athletics program at Sauk.

	1998-99	1997-98	1996-97
Number of Student Athletes	96	90	86
Total Credit Hrs. of Stu. Athl.	2,592	2,340	2,322
Tuition Charges for Stu. Athl.	\$119,232	\$107,640	\$104,490
Available Waivers	84	84	80
Waivers Used	70	73	71
Total Waiver \$ Used	\$108,380	\$93,789	\$85,890
Net Tuition Received	\$10,852	\$13,851	\$18,600
State Apportionment Return	\$131,751	\$126,360	\$124,227
Gate Receipts	\$2,415	\$2,774	\$3,327
Budget Expenditures	\$124,654	\$129,594	\$120,093
Benefit to SVCC	\$20,364	\$13,391	\$26,061



Sauk Valley Community College

Health Careers Education

AGENDA ITEM E-4

Memorandum

To: Dr. Deborah Hecht
From: Rosemary Johnson *sj*
Date: December 13, 1999
Subject: CLS Registry and NCLEX-PN Results

I am pleased to notify you that we have received notification that the 1999 graduates of the CLS and LPN programs have passed their exams on their first attempt for a 100% pass rate.

This achievement speaks to the dedication and hard work of our students and faculty.

Illinois Community College Board



AGENDA ITEM E-5

Edward T. Duffy
Chairman

Joseph J. Cipfl, Ph.D.
President/CEO

proudly serving the

Illinois Community College System

December 3, 1999

Mr. Thomas Gospodarczyk, Dean
Corporate and Community Services
Sauk Valley Community College
173 Illinois Route 2
Dixon, Illinois 61021-9110

Dear Mr. Gospodarczyk:

Congratulations on your election to President-Elect of the Illinois Community College Economic/Workforce Development Association (ICCEDA). The economic/workforce development function is an extremely high priority for the community college system and the state. With Illinois community colleges being an integral part of the state's workforce development system, ICCEDA's leadership role is extremely important.

We look forward to working with you and the other members of ICCEDA as we prepare Illinoisans to face the workforce challenges of today and the future. Your leadership with ICCEDA is important to the ICCB and to the community college system.

Once again, congratulations and best wishes for a most successful tenure in your office.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph J. Cipfl".

Joseph J. Cipfl, Ph.D.
President and Chief Executive Officer

Copy: Richard L. Behrendt

For Board Meeting of
December 20, 1999

Agenda Item F-1

TAX LEVY APPROVAL

Attached is the proposed tax levy for 1999 (payable 2000). This 1999 levy reflects a 3.5% decrease from our 1998 tax rate and would be the lowest we have levied since 1991.

RECOMMENDATION: Board approval of the 1999 tax levy as presented.



Sauk Valley Community College

VICE PRESIDENT OF ADMINISTRATIVE SERVICES

TO: Richard Behrendt
FROM: Ruth Bittner *RB*
DATE: December 20, 1999
SUBJECT: 1999 Tax Levy

State law requires us to file a tax levy with the county clerks by the fourth Tuesday of December. Attached is Sauk's proposed Certificate of Tax Levy for 1999. The proposed levy for non-debt funds is less than 105% of the 1998 extension, so no Truth in Taxation hearing is required this year. If approved, the estimated tax rate for 1999 will be 41.90 cents per hundred dollars of equalized assessed valuation (EAV), down from 43.35 cents in 1998. The following table compares the two years' levies and tax rates:

Fund	1998 Extension	1999 Levy Proposed	% Change	1998 Rate	1999 Rate Proposed
Education	\$2,693,264	\$2,908,725	8.00%	\$.2450	\$.2450
Operations & Maintenance	\$329,788	\$356,171	8.00%	\$.0300	\$.0300
Protection, Health, Safety	\$545,248	\$596,987	9.49%	\$.0496	\$.0500
Liability, Protection, Settlement	\$364,695	\$277,500	-23.91%	\$.0332	\$.0239
Social Security/Medicare	\$76,300	\$77,000	0.92%	\$.0069	\$.0066
Audit	\$35,178	\$30,000	-14.72%	\$.0032	\$.0026
TOTAL	\$4,044,473	\$4,246,383	4.99%	\$.3679	\$.3582
Bond & Interest	\$721,135	\$705,488	-2.17%	\$.0656	\$.0609
TOTAL	\$4,765,608	\$4,951,871	3.91%	\$.4335	\$.4190

Early information from the district's six county assessors indicates that the 1999 EAV will reflect a 5.45% increase over 1998, to \$1,159,217,880. In 1997 and 1998, EAV increased by 6.5% and 7.3% respectively. However, the actual tax base upon which our tax revenue is collected will not be determined until May 2000. Therefore, the request for tax revenue in the Education and Operations and Maintenance Funds needs to be set slightly higher than the anticipated actual base in order to provide the College with all of the tax revenue previously authorized by the public.

The Protection, Health and Safety levy equals the cost of the capital projects that the Board approved in October. The Bond and Interest levy is the amount needed to meet annual principal and interest payments on our Insurance Reserve Fund bonds. The Social

Security/Medicare and Audit Fund levies are set at estimates of actual costs for those functions next fiscal year. The Liability, Protection and Settlement Fund levy represents estimated expenditures for affirmative action, risk management and public safety functions for next fiscal year, less expected investment earnings from the insurance reserve fund.

The total tax rate for 1998 was \$.4335 per \$100 of EAV. A house valued at \$100,000 has an EAV of \$33,333, so its Sauk tax in 1998 was \$144.50. The Sauk tax for the same house at the estimated proposed 1999 rate of \$.4190 will be \$139.67, a decrease of \$.43. This proposed total rate of \$.4190 is the lowest Sauk has levied since 1991, and the proposed non-debt rate of \$.3582 is the lowest since 1987.

I recommend Board of Trustee approval of the 1999 tax levy as presented. Thank you.

For Board Meeting of
December 20, 1999

Agenda Item F-2

BOOKSTORE MANAGEMENT PROPOSAL

With the impending retirement of Janet Curfman, we have studied the wisdom of hiring our own replacement bookstore manager with the possibility of contracting this service. Attached is Ruth Bittner's analysis of the issues and the administration's recommendation.

RECOMMENDATION: Board approval to request proposals from appropriate vendors to manage the Sauk Valley Community College bookstore.



**SAUK VALLEY
COMMUNITY
COLLEGE**

IL Rte. 2, Dixon, IL 61021 • 815/289-5511

MEMORANDUM

TO: Richard Behrendt
FROM: Ruth Bittner *BB*
DATE: December 10, 1999
SUBJECT: Bookstore Management

The Sauk Valley Community College bookstore manager, Janet Curfman, informed me this week that she plans to retire in May 2000. Janet has provided many years of fine service to the College as bookstore manager and has established a reputation for high quality, friendly service. Her integrity, dedication and hard work will be sorely missed.

Her planned retirement presents an opportunity to examine different options for bookstore management. Sauk has operated its own bookstore since the inception of the College. Hiring a new manager and continuing to run the store internally is one option. Another option is to outsource management of the store, through an arrangement similar to the one we have with Consolidated Management Company to run the cafeteria.

Nine out of 39 Illinois community colleges outsource their bookstores. Carl Sandburg and College of DuPage work with Wallace's, Prairie State College and Rock Valley use Barnes and Noble, City Colleges of Chicago uses Follett, Richland and Lewis and Clark use College Bookstores of America (CBA), and John A. Logan and Heartland have arrangements with local stores associated with Southern Illinois University and Illinois State University respectively. In my previous job, I was responsible for the bookstore at Prairie State College when Barnes and Noble took over in 1992, following the retirement of the store's long-time manager. Before that, I worked at a school that used Follett.

According to a 1999 survey conducted by *American School and University* magazine, 46.6% of colleges nationwide have contracted for external bookstore management. It is the third most likely college operation to be outsourced, after food service and vending machines. Outsourcing is a reasonable option for bookstore management because, while the bookstore is vital to the College's operations, it is a very different type of operation, outside our scope of expertise. Outsourcing store management allows a college to dedicate attention to its primary responsibility of education.

Advantages of Outsourcing

There are many advantages to outsourcing a college bookstore. They fall into the categories of cost, quality and expertise.

Cost

Contracting with an outside company provides a steady stream of income to the College. Most bookstore management contracts, like the cafeteria contract, guarantee a minimum annual commission amount with extra commission paid as a percent of sales if sales exceed the guarantee. The commission amount is designed to approximate the profit we would likely earn by running the store ourselves. Therefore, the College is assured of earning a healthy, steady stream of income from a contractor, with none of the internal effort it takes to earn the same profit on our own.

The profit earned from Sauk's internally-managed bookstore has fluctuated over the last 10 years, ranging from \$37,821 in fiscal 1998 to \$149,701 in fiscal 1996. (See attached statistics.) We generally expect to earn approximately \$80,000 per year from the store. Several years ago, profit as a percent of sales held steady around 11% or 12%, but in the last four years it has varied at 20%, 12%, 5%, and 8%. Therefore, contracting would benefit the College from a financial planning point of view because of the predictability of contractor commissions.

Another financial factor to consider is that the College would receive a one-time infusion of cash by selling the store's inventory to a contractor. Ending inventory for fiscal 1999 was \$276,803. That inventory liquidation would turn books into cash for use in other College priorities.

The bookstore's accumulated earnings help fund special projects around the College. In the last 10 years, \$585,918 has been transferred from the bookstore account to support other College initiatives. The remaining accumulated fund balance at the end of fiscal 1999 was \$582,078. Contractor commissions would add to this balance and continue to be available for other uses.

A struggle faced by independent stores is to secure volume discounts in order to pass those savings on to students. Our store gains buying power through association with Nebraska Book Company, a large independent academic bookstore wholesaler. The outsourcing firms we would consider for the Sauk store all operate a number of college stores around the country, so they achieve purchasing power through large size. Since markup rates are negotiated as part of the contract, lower wholesale prices translate into lower retail prices. Of course, textbook prices in general always seem high, but a national contractor should be able to gain access to the biggest supply of used books and the best new merchandise discounts available. Some students and staff believe that a contractor charges higher prices than the College would, but when I've inspected invoices and calculated markups myself following a pricing complaint, the price was always correct.

Contractors usually include in their proposals an offer to contribute funds for either general or scholarship use at the college. For example, the funds might be used to develop a study area, a lecture series, student activities programs, or book scholarships.

Quality

Bookstore management companies can enhance quality in several ways.

Contractors, through their experience in other stores, gain knowledge of different types of merchandise that have proven success in supplementing textbook sales during non-rush periods. While Sauk's store has developed its own mix of supplemental merchandise and special promotions, a contractor can draw on a large, diverse pool of experienced merchandisers for creative, successful ideas. Examples of supplemental items that a store might sell include trade and reference books, bargain books, best sellers, soft goods, insignia items, snacks, and computer hardware and software.

Contractors improve staff performance through regularly scheduled training programs. Training for Sauk bookstore staff comes mainly through attendance at regional trade shows. Contractors draw on their numbers and national expertise to create managerial, book industry, and corporate procedures training programs for managers, along with local training vehicles for other staff. Contractors also employ a network of experienced regional supervisors whose job is to monitor and develop local managers.

Contractors have an advantage in ability to maintain quality during staffing transitions and rush periods. If Sauk loses a manager or key staff member, there's no highly qualified backup waiting to step in until a new person is hired. A contractor agrees to keep the store running at an acceptable level no matter what happens with staffing. Because of their multiple stores, contractors have the resources to "loan" trained employees to stores that are temporarily short on staff. In addition, at rush periods a contractor can send in a special team of store and home office employees to bolster staffing and minimize customer wait times.

Expertise

Running a bookstore is becoming an increasingly complex business; national contractors are in a much better position to learn of and implement retail store innovations than are college administrators.

National chains create store "plan-o-grams," or floor plans, for local stores to follow, along with ideas and materials for special displays, promotions, and community programs. Most contracts call for the company to commit funds towards renovating a store, using a design prepared by the contractor and approved by the college. They set standards for how big a store should be for its sales volume and how to arrange sales floor space, storage rooms, and offices. These are all things that we at Sauk can do on our own, but only if we decide to take the initiative and commit substantial research and planning time and construction money towards it. My experience is that contractor renovations make better use of space and increase non-textbook sales volume by making the store feel like a more pleasant place to shop. The store appearance would change from an older, utilitarian look to one that is contemporary and customer-savvy.

Because of their resources, national contractors are on the cutting edge of store technology. They all use computerized textbook management systems and point of sale (POS) cash register systems. Sauk's store has worked for the last year to install a POS system, and it isn't completely implemented yet. A contractor would have experts ready to start up their established system as a normal course of business.

Contractors establish store web sites at colleges that have the ability and willingness to host them. The web sites can be used for faculty book adoptions and ordering, student book reservations, on-line purchasing, and support of distance learning students. Some of the contractors also have corporate Internet sites that accept orders nationally but give credit for the sale to the local school store.

Contractors like to hire students to work in their school's store. The contractors view it as a good public relations move, but also as a source of future store managers – it gives them a chance to evaluate the students' work habits and develop them in their system.

Disadvantages of Outsourcing

Outsourcing means that the school gives up the ability to control every aspect of the store's operations. While contractors allow their stores autonomy to use local suppliers as appropriate, sometimes the corporation achieves cost savings through exclusive agreements that require stores to carry only a single supplier's merchandise in a line, such as office supplies or backpacks.

Most contracts call for the contractor to employ the store's existing staff for a specified minimum period such as one year, barring unusual circumstances. That means the store employees would still have jobs, but would no longer be employees of Sauk. My experience has been that employees who are part of such a transition have been satisfied with their terms of employment, but satisfaction does, of course, depend on each individual. In Prairie State's case there were three employees involved in the transition. Two stayed until they retired, and the third was promoted to assistant manager.

Some schools believe that if a contractor is able to make a profit above the commission, the school should be able to do it just as well and keep that extra profit for itself. It is possible, if the school is fortunate enough to have a manager with strong bookstore expertise and management skills. If there is a good pool of managerial candidates from which to draw for the salary the College is willing to pay, managing the store internally can be a good option.

According to the *American School and University* survey, "An educational institution's satisfaction with outsourcing rests heavily with each school's experience in the area. One bad experience can have administrators questioning the decision and if it was worth the political risk." The store manager is the largest factor in a contract's success; Sauk has experienced that in the cafeteria. As with the cafeteria, the College could request a change in managers if desired, but a poor manager still causes strain. Faculty and staff

tend to be more forgiving of errors made by a manager who is a fellow College employee than they are of a manager who represents the “corporate giant.”

My experience with Barnes and Noble managers at Prairie State was a good news/bad news story. The store went through three managers in its first two years - the first got homesick and left after one month, the second left after nine months to change employers, and the third was promoted after about a year to manage a larger store in his hometown. The turnover caused friction with faculty because of lack of continuity in ensuring that book orders arrived on time. The College finally demanded a manager who would stay awhile, and the company came through. The new manager stayed five years and was outstanding, leaving only when her husband's employer transferred him out of the area. But then, once again, the next manager struggled and lasted less than one year. Despite this turnover, the company still did an excellent job of running the store. The regional managers stayed in constant touch with both the College and store staff, they brought in employees from other stores to assist, they took care of hiring and training managers, and they always made sure the store did its job. Positive performance of the store outweighed manager turnover.

Outsourcing vs. Self-Management Conclusion

Whether or not Sauk should outsource its bookstore is an easy decision from financial and managerial points of view. The steady stream of income, inventory liquidation cash, store remodeling, technology innovation, merchandising expertise, and hassle-free management all point to a clear choice for outsourcing. The decision is less clear from a control point of view. If the institution feels strongly that it wants to imprint its own identity on the store and maintain total control of its operations, then the decision should be to stay self-operated. I believe that the benefits of outsourcing far outweigh the advantages of control.

The Process of Outsourcing

Janet would like to retire in mid-May, but she is willing to negotiate a date as late as June 30 if it helps. Because of the timetable of book ordering and sales for the summer and fall terms, June 30 is a better time than May to make a change. Contractors need about two months to prepare for taking over a store, so a July 1 transition means we need a decision by May 1. There are many factors to consider in selecting a bookstore management firm; corporate style and philosophy and recommendations from other colleges are at least as important as financial terms. It is best to ask a broad-based committee to help review proposals in order to gain from different viewpoints and keep the College community informed about the process. It can help to have contractors make presentations on campus and to have College staff visit stores. Therefore, distributing proposals by February 1 with a due date of March 1 would be desirable. A likely timetable is:

December 20 Obtain go-ahead from Board of Trustees
January 3-14 Appoint committee and develop Request for Proposals (RFP)
January 17 Mail RFPs
March 1 Open proposals
March 1-17 Review proposals
March 27 Board of Trustees vote on awarding a contract
March 28 Notify contractors about decision
March 28 –
 June 30 Contractor prepares for takeover
 June 30 Count and value inventory
 July 1 Turn over operations

If this seems reasonable, I'll move forward with putting together a committee and developing an RFP.

cc: Deborah Hecht, Joan Kerber

**Sauk Valley Community College
Bookstore Statistics - 10 Year History**

<u>Fiscal Year</u>	<u>Sales</u>	<u>Net Gain/ (Loss)</u>	<u>% of Sales</u>	<u>Transfers Out</u>	<u>Ending Inventory</u>	<u>Enrollment*</u>
1999	854,266	66,851	8%	0	276,803	41,880
1998	787,523	37,821	5%	15,372	252,186	43,623
1997	763,582	93,646	12%	49,686	243,535	44,566
1996	735,683	149,701	20%	50,000	266,215	44,595
1995	690,644	76,136	11%	0	274,277	45,104
1994	720,030	82,660	11%	0	266,342	47,021
1993	768,691	89,546	12%	0	250,904	52,314
1992	706,986	74,831	11%	243,860	191,995	56,191
1991	667,021	76,504	11%	27,000	154,713	53,754
1990	568,064	69,218	12%	200,000	127,734	49,375

* FY 2000 enrollment for Summer and Fall is 5% above FY 1999.

Fund Balance at 6/30/99: \$582,078

For Board Meeting of
December 20, 1999

Agenda Item F-3

PROFICIENCY EXAM FEE

As the attached memo details, we currently charge full tuition to a student who takes a proficiency examination to gain credit. We feel this practice discourages students from taking these exams and are instead proposing a \$10 per semester hour proficiency examination fee.

RECOMMENDATION: Board approval to begin charging a \$10 per semester hour proficiency exam fee, effective Spring 2000.

SAUK VALLEY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht *Deborah*

DATE: December 8, 1999

RE: Proficiency Exam Fee

Currently, the SVCC catalog states that students can gain credit for previous course work, experience, or a combination of both by taking a proficiency examination, developed and graded by the appropriate department. However, the catalog also states that the student will "pay regular tuition for the number of semester hours granted". This tuition must be paid before the student takes the exam - if he/she passes, they get the credits; if they fail, their only viable option is to take the course for which they have just registered. Obviously, this practice discourages students from accessing this potential credit award.

I propose instead that SVCC charge a \$10.00 per semester hour fee to the student who would like to take a proficiency exam and eliminate the tuition charges. This fee will discourage the student who is truly unprepared to pass such an exam, but will allow those students who have a reasonable chance of passing that exam to earn those semester hours without sitting through a course unnecessarily.

In reviewing our sister institutions, the policies vary widely, from full tuition (SVCC's current policy) to half the tuition for the course to \$10.00 per credit. I believe the \$10.00 per credit proposed here will benefit the student.

For Board Meeting of
December 22, 1999

Agenda Item H-1

FACULTY APPOINTMENT (INDUSTRIAL TECHNOLOGY)

Nine applications were received for the Industrial Technology position and the Search Committee and administration are recommending the appointment of Larry Sileven of Hannibal, Missouri as an Assistant Professor (Step 15), effective January 7, 2000.

RECOMMENDATION: Board approval of the appointment of Larry Sileven as an Assistant Professor (Step 15) of Industrial Technology at a 9-month prorated salary of \$41,207, effective January 7, 2000.

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: November 30, 1999

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hecht 

RE: Recommendation to Employ Larry Sileven

I am pleased to recommend the employment of Larry Sileven for the academic year as assistant professor of industrial technology (HVAC) effective January 7, 2000. Mr. Sileven is recommended to be placed at step 15 on the salary schedule at a salary of \$41,207.00, prorated for one semester.

Announcement Process

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

Application Process

Nine applications were received, all of which met the minimum qualifications.

Screening

The screening committee consisted of Dr. Deborah Hecht, chair, Ms. Ann Daly, Mr. Paul McMahon, Mr. Jim Frederick, Mr. Bryan Fountain, and Mr. Ernie Etter. Dean Linley White joined the committee's deliberations when he reported for his assignment here at Sauk Valley Community College. After review of all applications, five persons were selected by the committee to be interviewed. Of those five candidates, only one agreed to come for the interview. The committee interviewed Mr. Sileven in a formal interview process, viewed a teaching demonstration, and had Mr. Sileven provide us with an on-site writing sample. The committee also provided an opportunity for the entire campus constituency to visit with Mr. Sileven during an open forum. Mr. Sileven was also provided a tour of the campus and the Sauk Valley community.

Qualifications

1. Academic Background - Mr. Sileven holds a master's degree in data processing from Webster University in St. Louis, Missouri. He also holds a bachelor's degree from Hannibal LaGrange College in Hannibal, Missouri in Business, an associate's degree from Southwest Baptist in Bolivar, Missouri in Liberal Arts.
2. Professional Background - Mr. Sileven is currently teaching part-time at John Wood Community College. Additionally he has taught at Linn State Technical College, TAD Technical Institute in Kansas City, Brown Mackey College in Olathe, Kansas, and at GEM City College in Quincy, Illinois. Mr. Sileven also has extensive business experience in the HVAC area. Currently he is self-employed and has previously worked for Master Air in Hannibal, Missouri, Peters HVAC, Pardieck Mechanical Contractors, and Trane Company. From 1980 to 1984 he was also Director of the Physical Plant at Hannibal LaGrange College.
3. Reference - In checking references for Mr. Sileven, his colleagues and supervisors stated that he seemed to work well with students and that his quiet demeanor was helpful in that students were not intimidated by him. Mr. Sileven was described as being very professionally technically competent. Mr. Sileven was described as a man with strong ethical values who has good rapport with many different kinds of people. While at John Wood, Mr. Sileven taught in an open learning center environment. His references explained that this environment is more difficult than a traditional classroom because of the lack of structure. Mr. Sileven did well in this type of environment which would translate well into the lab environment here in the HVAC program.

I recommend the employment of Larry Sileven as the industrial technology instructor without reservation of any kind.

js

Larry Sileven

Objective	HVAC Teaching Position
Experience	<ul style="list-style-type: none">■ Self Employed -HVAC, Electrical, Plumbing -1 year (Currently)■ John Wood teaching Computers (seven courses in the open learning lab.(Currently)(three years)■ City of Linn, MO Assistant Treasurer-Operate Computer with MIP Fund Accounting Program (Currently)■ 1998-1999 Master Air-Hannibal, MO-Installation and Service Contracts HVAC■ 1997-1998 Peters HVAC-Hannibal-Installer and Start-ups■ 1996-1997 Linn State Technical College-HVAC Instructor and Chief Financial Officer. Linn, MO■ Jan 1996-Sept 96 TAD Technical Institute-Kansas City, MO-Instructor HVAC, Computers■ 1996 Brown Mackey College-Olathe, Kansas- Adjunct instructor-Computers■ 1994—1996 GEM City College-Quincy, IL—Instructor in Computers and Financial Aid Director■ Nov. 1993-1994 Self Employed HVAC, Hannibal, MO■ 1984-1993 Chief Financial Officer-Hannibal LaGrange College-Hannibal, MO■ 1980-1984 Director of Physical Plant-Hannibal LaGrange College (Air conditioned all buildings and <u>converted all steam</u> boilers to Hot Water and installed <u>new boilers</u> in House(<u>no contractors</u>)■ 1974-1980 Self employed-HVAC-Houston, MO■ 1967-1974 Pardieck Mech. Contractors- Indiana-Supt. Commercial jobs-HVAC and Plumbing■ 1963-1967 TRANE CO, LaCrosse, WI—Lab Technician—Large Centrifugal Equipment■ 1960-1963—<u>Technically Trained in the US Army</u>

Education

- Masters Degree-Webster University-St. Louis, MO-Data Processing
- Bachelors Degree-Hannibal LaGrange College-Hannibal, MO-Business
- Associates Degree-Southwest Baptist-Bolivar, MO-Liberal Arts
- Technical-US Army and many equipment company Seminars

Interests

- Fishing, Guitar, Computers.
- Rated by all of my superiors as very high in interpersonal relationship skills.
- **Students never care how much you know until they know how much you care**

For Board Meeting of
December 22, 1999

Agenda Item H-2

FACULTY APPOINTMENT (NURSING)

After a review of all applications for this position, three candidates were invited for on-campus interviews. The administration and the Search Committee are recommending the appointment of Colleen Klein of West Brooklyn, IL as an Associate Professor of Nursing (Step 12), effective January 7, 2000.

RECOMMENDATION: Board approval of the appointment of Colleen Klein as an Associate Professor of Nursing (Step 12) at a 9-month prorated salary of \$42,547, effective January 7, 2000.

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: December 7, 1999

TO: Dr. Richard Behrendt

FROM: Dr. Deborah Hecht *Deborah*

RE: Recommendation for Faculty Appointment

Attached is the recommendation to employ Colleen Klein to fill the vacancy in the nursing program created by the retirement of Mary Willett in May of this year. We are fortunate to find such a qualified person to fill this vacancy.

js

attachment

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/ or application for employment.
- B) Comments compiled on reference checks.
- C) Evaluation of the interview conducted with the candidate.
- D) Memo indicating that the data compiled by AA/EEO was examined prior to final selection.
- E) Memo of justification 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 departmental 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

Health Careers Education

Memorandum

To: Dr. Deborah Hecht

From: Rosemary Johnson

Date: December 3, 1999

Subject: Recommendation to Employ Ms. Klein

I am pleased to recommend the employment of Ms. Klein as associate professor of nursing effective January 7, 2000. Ms. Klein is recommended to be placed at step 12 on the salary schedule at a salary of \$42, 547.00.

Announcement Process

The nursing position was advertised in the Sauk Valley News, the Rockford Register, the Dekalb Daily Chronicle, the Quad City Times, and the Peoria Journal Star.

Application Process

Four applications that met the minimum requirements were received.

Screening

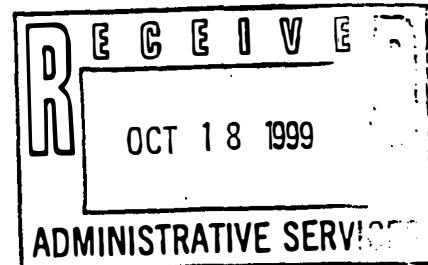
The screening committee consisted of Pam Cunningham, Mona Dowiat, David Edelbach, Chris Gehlbach, Janet Lynch, Rosemary Johnson, Janet Lynch, Kevin Megill, Karen Pinter, Shirley Poci, Stephanie Schreiner and Jeanine Tufty. After a review of all applications, three persons were selected by the committee to be interviewed. The committee interviewed the candidates in a formal process, viewed a teaching demonstration, and had the candidates provide us with an on-site writing sample. The committee also provided an opportunity for the entire campus constituency to visit with the candidates during an open forum. The candidates not familiar with the campus were given a tour. The committee selected Ms. Klein as the best candidate for the position.

Qualifications

1. Academic Background - Ms. Klein holds a post-masters family nurse practitioner certificate from Northern Illinois University as well as a Master of Science with a major in medical/surgical nursing from the same institution.
2. Professional Background - Ms. Klein has been a nursing instructor at St. Anthony School of Nursing in Rockford, Illinois since August 1994. Ms. Klein's responsibilities included classroom instruction for Advanced Pathophysiology, Medical-Surgical Nursing, and Special Topics in Nursing. She also taught clinical courses that include Fundamentals of Nursing and Medical-Surgical Nursing. During her tenure at St. Anthony, Ms Klein had committee responsibilities that included Chair for the Assessment and Program Review Committee, Task Force Group Leader for NCA, Faculty Affairs committee, and Curriculum Committee for example. Ms. Klein taught at Sauk previously from August 1991-August 1994. During that time, she provided laboratory and clinical instruction for the ADN program in Nursing Fundamentals, Medical-Surgical Nursing II and III, Psychiatric nursing and Medical Surgical Nursing II for the Practical nursing program. She also was involved with the nursing faculty in the implementation and evaluation for the Clinical Performance Exams. In addition, Ms. Klein has experience as a staff nurse, graduate teaching assistant and a clinical nurse specialist.
3. References – The references for Ms. Klein were uniformly positive. The comments made by the individuals contacted echoed the experiences that I and other members of the nursing faculty who had worked with Ms. Klein had observed. She is very knowledgeable; she has high standards but is reasonable in her expectations of students' performance.
One of the references contacted had been an instructor for Ms. Klein as well as a colleague in later years. She stated that Ms. Klein is an excellent team player and that she does above and beyond her share of any assignment. Two colleagues, reported that Ms. Klein is an excellent teacher and uses a variety of instructional approaches. As stated above, I supervised Ms. Klein when she worked here previously. She was very conscientious about completing assignments in a timely manner. She volunteered for extra assignments, such as making a demonstration video of a performance exam for our students. Ms. Klein's teaching presentation impressed the committee. She used PowerPoint and selected a topic appropriate for an audience of her peers and non-medical personnel.

I recommend the employment of Colleen Klein as a nursing instructor without reservation.

October 14, 1999



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

Dear Mr. Devan:

I am responding to the employment advertisement published in the Rockford Register Star for a full-time nursing instructor tenure track position.

I have been a nursing instructor for the past eight years and a nurse for 14 years. I was previously employed at Sauk Valley Community College as a nursing instructor in a grant-funded clinical relief position. I truly enjoyed working in that capacity as well as with the well qualified faculty and administration. I am interested in returning to the College on a more permanent basis.

I have enclosed my curriculum vitae for your review and would be happy to provide you with any additional information. Please feel free to contact me at home at (815)-849-5528 Tuesdays/Wednesdays or at work (815)-395-2206. Thank you for your time and consideration.

Sincerely,

Colleen Klein

Colleen Klein, MS, RN

Curriculum Vitae

Colleen J. Klein

West Brooklyn, IL 61378
(815)-849-5528
SS#: 355-54-9616

EDUCATION:

1998 – 1999 Post-Masters Family Nurse Practitioner Certificate
Northern Illinois University

1988 – 1989 Master of Science, Major: Nursing (Medical-Surgical)
Northern Illinois University, Dekalb, IL 60115

1986 – 1987 Bachelor of Science in Nursing
Northern Illinois University, DeKalb, IL 60115

1982 – 1985 Associate of Science degree with honors
Rock Valley College, Rockford, IL 61108

1982 – 1985 Diploma, Registered Nurse
Saint Anthony Medical Center School of Nursing, Rockford, IL 61108
Outstanding Student Award for Clinical Performance

PROFESSIONAL EXPERIENCE:

8/1994 to Present Nursing Instructor, Medical-Surgical Nursing
Part-time (8/98 – to Current) Full-time (8/94 - 5/98)
Saint Anthony College of Nursing, Rockford, Illinois 61108

Responsibilities include: Instruction of students for the following theory courses: Advanced Pathophysiology, Medical-Surgical nursing, and Special Topics in Nursing, (a medical-surgical nursing elective). Clinical courses taught include: Fundamentals of Nursing Fall, 1994, and Medical-Surgical nursing 1995-99. Committee responsibilities have included: Assessment and Program Review Committee Chair, Assessment Committee Chair, Centennial Committee, NCA Task Force Group leader, Faculty Affairs Committee, Faculty Organization, Curriculum Committee, Saint Anthony Medical Center Committees: Patient Education Committee, and Professional Practice Development Committee. Also serve as a student academic advisor for a case-load of 6 - 11 students.

Colleen Klein

Page 2

12/1991 Registered Nurse – Hospital Based Registry
to 11/95 Varied Hours (average 3 days per month)
 Saint Anthony Medical Center, Rockford, IL 61108

Responsibilities included care of adult medical and surgical patients.

8/1991 to Nursing Instructor, Clinical Relief Position
8/1994 Full-time
 Sauk Valley Community College, Dixon, IL 61021

Responsibilities included: Clinical and laboratory instruction of students in the A.D.N. and L.P.N. programs.

Clinical courses taught included: Nursing Fundamentals, Medical-Surgical nursing II and III, Psychiatric Nursing, and LPN Medical-Surgical nursing II. Have also taught three semesters of Medical Terminology. Collaboration with nursing faculty in the implementation and evaluation of Title III grant activities, ie. Competency based clinical examinations.

1/1990 – Clinical Nurse Specialist
7/1991 Orthopedics/Gerontology (24 hours/week)
 SwedishAmerican Hospital, Rockford, IL 61104

Responsibilities included: Provision of staff education on selected orthopedic, neurological, and geriatric topics. Assisted in the orientation of new employees, nursing students, nurse interns. Provided spontaneous education to patients and families, including education of diabetic outpatients. Responsible for the development and evaluation of orthopedic nursing staff skill validations. Developed and implemented orthopedic patient teaching guidelines. Assumed joint responsibility for nursing quality assurance activities for specialty unit.

8/1988 - Registered Nurse – Hospital Based Registry
12/1989 Varied Hours
 Saint Anthony Medical Center, Rockford, IL 61108

Responsibilities included: Care of adult patients with orthopedic, neurologic, oncologic, or post-surgical alterations. Certified in the administration of intravenous chemotherapy. Responsible for the development of an educational pamphlet for total hip patients.

8/1988 - Graduate Teaching Assistant for Nursing 313
5/1989 Coordinator of Nursing 313 laboratory experience (20 hrs./week)
Northern Illinois University, DeKalb, IL 60115

Responsibilities included: Clinical education of fundamental nursing skills for and supervision of junior level BSN students, ongoing evaluation of fundamental nursing skills; instrumental in the organization and development of objective evaluations for nursing 313 students. As laboratory coordinator, I was responsible for planning and scheduling of laboratory experiences and inventory of laboratory supplies.

5/1985 - Staff Nurse – Orthopedic-Neurological Unit
8/1988 Full-time
Saint Anthony Medical Center, Rockford, IL 61108

Responsibilities included: Care of orthopedic-neurological patients. Severity of illness for patients from minor to multiple system trauma. Served as a preceptor for new graduates and new employees. Actively involved in the development and implementation of comprehensive patient assessment forms. Served as a member of the primary nursing committee. Organized and directed patient-care conferences when appropriate.

PROFESSIONAL PRESENTATIONS

Professional Barriers to Implementation of the Advanced Nursing Practice Role (poster)
18th Annual 3rd District INA Nurses Expo, Rockford, Illinois, March 1999

Acid-Base Disturbances
Trauma Nurse Specialist Course, Saint Anthony Medical Center, October 1998

Fluid and Electrolyte Imbalance
Trauma Nurse Specialist Course, Saint Anthony Medical Center, October 1998

Acid-Base Disturbances
Trauma Nurse Specialist Course, Saint Anthony Medical Center, April 1997

Fluid and Electrolyte Imbalance
Trauma Nurse Specialist Course, Saint Anthony Medical Center, April 1997

Neurological Assessment,
SwedishAmerican Hospital, June 1991

What's New in Diabetes?
SwedishAmerican Hospital, May 1991

Colleen Klein

Page 4

PROFESSIONAL MEMBERSHIPS

Illinois League for Nursing,

Illinois League for Nursing Board: Director 1997- 2000

National League for Nursing

Sigma Theta Tau – Beta Omega Chapter

National Association of Orthopedic Nurses – Rock Valley Chapter

CONTINUING EDUCATION (Brief listing)

1st Annual Primary Care Symposium

Normal, Illinois August 1999

18th Annual Third District INA Nurses' Expo

Rockford, Illinois March 1999

Illinois League for Nursing 1999 Health Care Challenges: Implications for Nursing Education, Oak Brook, Illinois January 1999

National League for Nursing 1998 Educational Summit

Chicago, Illinois September 1998

PROFESSIONAL LICENSE AND CERTIFICATION

1985 – Current R.N. Illinois: #041-232077

1990 – 2000 Orthopedic Nurse Certified

1993 – Current C.P.R. Instructor #3323597

For Board Meeting of
December 20, 1999

Agenda Item H-3

ADMINISTRATIVE EARLY RETIREMENT REQUEST

We have received the attached request for early retirement from Walt Clevenger, Dean of Information Technology, effective June 30, 2002.

RECOMMENDATION: Board approval of the early retirement request from Walt Clevenger, Dean of Information Technology, effective June 30, 2002.

December 9, 1999

To: Dr. Richard Behrendt

From: Walt Clevenger

Subject: Early Retirement

I am requesting to participate in the SVCC early retirement (425.01) incentive program and the Senior Services Option (425.02). I will be retiring June 30, 2002. I will be 57 years of age and thus qualify for 35% of my salary.

cc Dr. Deborah Hecht

For Board Meeting of
December 20, 1999

Agenda Item H-4

FACULTY EARLY RETIREMENT REQUEST

We have received the attached request for early retirement from Dr. Glenn Bailey, Professor of Business, effective May 31, 2000.

RECOMMENDATION: Board approval of the early retirement request from Dr. Glenn Bailey, Professor of Business, effective May 31, 2000.



Sauk Valley Community College

December 13, 1999

Dr. Richard Behrendt
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Dr. Behrendt:

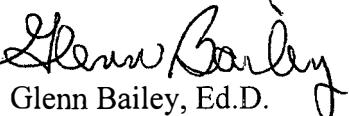
This letter is to confirm my retirement from Sauk Valley Community College effective May 31, 2000.

I have never regretted coming to Sauk. Working with the students and staff at Sauk has been an extreme pleasure. Many life-long friendships have been cultivated at Sauk, and they will always be treasured.

I will be available to assist my replacement in becoming oriented to the position if that need arises. Please continue to do all you can to provide the high quality of educational opportunities for the people in this region.

Thank you to the entire Sauk Valley Community College family for helping to make working here such a wonderful opportunity.

Sincerely,


Glenn Bailey, Ed.D.
Professor of Business

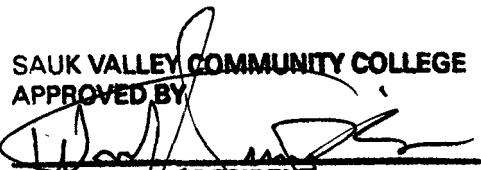
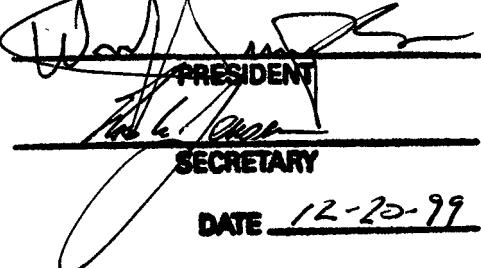
C Deborah Hecht, Linley White

BOND INVESTMENTS

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	Federal Home Loan Bank	5.87	09-17-01	65,10
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	556,74
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				\$4,622,610.15

TOTAL INVESTMENTS

\$10,722,610.15

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY
DATE 12-20-99

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 December 20, 1999

CHECKING ACCOUNTS

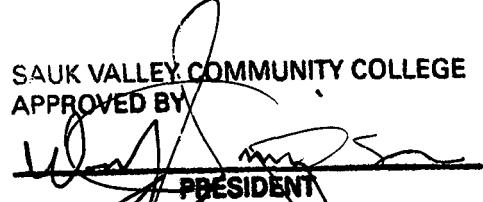
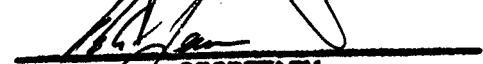
<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	INTEREST RATE	AMOUNT
General Account	Sterling Federal, Sterling	4.28	\$368,501.
Bookstore Account	Sterling Federal, Sterling	4.58	120,441.
Illinois Public Treasurers	Mercantile Bank,		
Investment Pool	Springfield	5.22	1,743,663.
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			2,232,606.
<u>NON-INT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		290,012.
Insurance Account	Sterling Federal, Sterling		0.
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS			290,012.
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		5.87	3,126.
SUBTOTAL MONEY MARKET FUNDS			3,126.
TOTAL CHECKING ACCOUNTS			<u>\$2,525,744.</u>

INVESTMENTS

<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	INTEREST RATE	MATURITY DATE	AMOUNT
Educational Fund	Amcore Bank, Sterling	5.15	12-09-99	\$ 400,000.
Educational Fund	First National Bank, Amboy	6.21	04-12-00	\$ 500,000.
Operations & Maintenance	First National Bank, Amboy	6.10	04-12-00	100,000.
Protection, Health & Safety	Amcore Bank, Sterling	5.25	12-09-99	400,000.
Protection, Health & Safety	First National Bank, Amboy	5.25	01-30-00	100,000.
Protection, Health & Safety	First National Bank, Amboy	5.51	04-09-00	200,000.
Protection, Health & Safety	First National Bank, Amboy	6.10	04-12-00	100,000.
Protection, Health & Safety	Grand National Bank, Sterling	5.43	06-30-00	200,000.
Working Cash	Union Bank, Tambo	5.16	04-03-00	1,000,000.
Working Cash	Marquette Bank, Morrison	5.00	02-01-00	200,000.
Working Cash	Community State Bank, Rock Falls	5.54	07-22-00	1,000,000.
Working Cash	Community State Bank, Rock Falls	5.54	07-22-00	300,000.
Liab., Prot. & Settlement	First National Bank, Amboy	5.51	03-09-00	100,000.
Liab., Prot. & Settlement	First National Bank, Amboy	6.10	04-12-00	100,000.
Liab., Prot. & Settlement	Community State Bank, Rock Falls	5.54	07-22-00	200,000.
Liab., Prot. & Settlement	Amcore Bank, Sterling	5.67	08-10-00	200,000.
Building Bond Proceeds	Grand National Bank, Sterling	5.24	02-19-00	<u>1,000,000.</u>
SUBTOTAL INVESTMENTS				\$ 6,100,000.

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 20, 1999

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-29 General Operating Funds	\$385,513.49
Pages 30-35 Restricted Fund	163,058.13
Pages 36-37 Bookstore	<u>26,121.84</u>
TOTAL	<u>\$574,693.46</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY
DATE 12-20-99

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

Sauk Valley Community College
 Check Register
 From 11/19/99 To 12/20/99

RUN DATE: 12/14/99
 TIME: 10:36 AM
 PAGE: 1

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
AAVIM	01	HVAC	Instructional Supplies	Video Electric Motors No V302.9	86.29
ABC-CLIO Inc	01	Learning Resource Center	Books and Binding Costs	Prisons in America	38.52
	01	Learning Resource Center	Books and Binding Costs	Affirmative Action: A Reference Handbook	38.52
					77.04
ACB	01		Foundation Expense	Registration Fee for C Lyons & B Flint	960.00
AM Multigraphics	050300	Printshop	Purchases for Resale	Offset Service-Labor & Parts	338.20
AT & T	02	Utilities	Telephone	Monthly Telephone Charges 11/99	1,205.20
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	2,933.29
	01	Other Institutional	Interest	Phone Installment-Principal	211.92
					3,145.21
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,174.17
	01	Other Institutional	Interest	Backbone Cable-Principal	110.40
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,687.14
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	252.51
					4,224.22
Ace Hardware	02	custodial	Maintenance Supplies	Propane-Burnisher	16.00
Airtite Contractors Inc.	02	maint	Maintenance Supplies	Supplies	58.25
Aldridge, Tina L.	01		Accounts Payable	Student Refund	138.00
Allen, Connie J.	01		Accounts Payable	Student Refund	107.00
Alta Technologies Co.	01	Computing & Instruct Tech	Instructional Supplies	IBM Monitors Model 3608-701X	967.56
Amboy News	01	College Relations	Publications and Dues	One Year Subscription Renewal	18.00
	01	College Relations	Advertising	Open PO for Advertisements	40.00
					58.00
American Council on Education	010110	Corporate Services Admin.	Publications and Dues	Spanning the Chasm: A Blueprint for Action	14.00
American Express	01	Board of Trustees	Conference/Meeting Expense	Monthly Charges	359.22
	01	President	Conference/Meeting Expense	Monthly Charges	599.21
					958.43
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 11/19/99 To 12/20/99

RUN DATE: 12/14/99
 TIME: 10:36 AM
 PAGE: 2

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
American Express Financial Adv	01		American Express		315.00
American Society for Training	010110	Corporate Services Admin.	Publications and Dues	Outsourcing & The Consultants Survival Guide	44.40
Anderson, Kevin	050600	Men's Basketball	Other Contractual Services	Game Worker 12/4	15.00
Anderson, Theresa	101255	CHOICE	Other	Reimbursement for Refreshments	8.14
Andrew Bollman Photography	01	College Relations	Advertising	Fee for Inside Photos for 99/00 Sports Guide	656.50
Apple, Ann M.	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Conf 11/17	47.28
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Open PO for Services	466.63
	01	Physical Education	Other Contractual Services	Open PO for Services	526.64
					993.27
Armstrong Medical	01	Associate Degree Nursing	Instructional Supplies	Patient Simulator Repair Model No AA750	299.69
Ashby, Maxine	01		Accounts Payable	Student Refund	138.00
Ashton Gazette	01	College Relations	Publications and Dues	One Year Subscription Renewal	15.00
	01	College Relations	Advertising	Open PO for Advertisements	40.00
					55.00
Atchley, Charles E.	01	Other Instructional	Other Conference & Meeting	Travel Reimbursement-Learning Comm Conf 11/18-19	127.20
BSN Sports	050600	Men's Baseball	Instructional Supplies	Jump Rope (1 dozen)	57.12
	050600	Men's Baseball	Instructional Supplies	Arm Strong Pro	97.05
					154.17
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Library Books	13.56
	01	Learning Resource Center	Books and Binding Costs	Library Books	8.46
	01	Learning Resource Center	Books and Binding Costs	Who's Who in America 2000	556.85
	01	Learning Resource Center	Books and Binding Costs	Best American Short Stories 1999	24.48
	01	Learning Resource Center	Books and Binding Costs	US Government Manual 1999-2000	47.55
					650.90
Baldwin Cooke Company	01	College Relations	Office Supplies	Calendar Planner with Refill	20.92
	01	VP-Instructional Services	Office Supplies	Calendar Planner with Refill	20.92
	01	Dean of Business, Tech & Natural	Office Supplies	Calendar Planner with Refill	39.44
	01	VP- Student Services	Office Supplies	Calendar Planner with Refill	20.92
					102.20

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

Sauk Valley Community College
Check Register
From 11/19/99 To 12/20/99

RUN DATE: 12/14/99
TIME: 10:36 AM
PAGE: 3

PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Ballard, Kristina R.	01		Accounts Payable	Student Refund	1,261.97
Bardo, Renate D.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement-Summer 98-Fall 99	920.00
Barnes, Kris	050600	Women's Volleyball	Other Conference & Meeting	Travel Reimbursement-11/5 Tournament	334.51
Bassett, Maureen T.	01		Accounts Payable	Student Refund	572.00
Behrendt, Richard	01	President	Other Employee Benefits	Rotary Club Mtgs 11/99	30.00
Best Western Brandywine Lodge	01	Other Institutional	Recruitment	Lodging for HVAC Candidate-L Sileven 11/15	53.41
Blackburn, Christine M.	01		Accounts Payable	Student Refund	368.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Game Worker 11/30	15.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Game Worker 12/4	15.00
Blackhawk FS Inc	02	Grounds	Maintenance Supplies	Gas for College Vehicles	512.44
Blaine Window Hardware	02	maint	Maintenance Supplies	Door Closer	51.50
Blue Freedom Farm Market	101140	Phi Theta Kappa Club	Other	Fruit for Fund Raiser	1,531.95
Bock Antenna Satellite Inc	01	Instructional Technology Center	Inatructional Technology Materia	Head End Supplies for Satellite System	499.00
	01	Instructional Technology Center	Inatructional Technology Materia	Headend Supplies for Satellite System	499.00
	01	Instructional Technology Center	Inatructional Technology Materia	Headend Supplies for Satellite System	499.00
	01	Instructional Technology Center	Inatructional Technology Materia	Headend Supplies for Satellite System	499.00
	01	Instructional Technology Center	Inatructional Technology Materia	Headend Supplies for Satellite System	499.00
	01	Instructional Technology Center	Instructional Other Equipment	Equipment Room Grounding and Rack System for	4,473.58
					6,968.58
Brandon, Amy	01		Accounts Payable	Student Refund	138.00
Brantley, Leroy	01		Accounts Payable	Student Refund	650.00
Breed, Nancy J.	01	VP- Administrative Services	Conference/Meeting Expense	Travel Reimbursement-Pickup & Deposit CD's	31.62
Brill, Debbie A.	01		Accounts Payable	Student Refund	250.00
Brown, Miakka L.	01		Accounts Payable	Student Refund	945.00
Browning-Ferris Industries	02	Utilities	Refuse Disposal	Garbage Disposal	375.00
	02	Utilities	Refuse Disposal	Garbage Disposal	375.00
					750.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Burn Austin Chevrolet Company	02	Grounds	Maintenance Services	Repair Blue Pickup Truck	627.52
Bureau County Republican	01	College Relations	Advertising	Open PO for Advertisements	61.00
Burnidge Cassell Associates, Inc.	03	Operations & Maintenance- Restrictive	building Remodeling	Architectural Invoice	1,438.09
	03	Operations & Maintenance- Restrictive	building Remodeling	Architectural Invoice	3,919.27
	03	Operations & Maintenance- Restrictive	building Remodeling	Architectural Charges for Project	2,763.51
					----- 8,120.87
C & N Supply	01	Machine Tool	Instructional Supplies	Dual Dial Caliper NV60-CDC6M2	58.70
CHINCO	010200	Instructional Data Processing	Instructional Computer Equipment	Wimshurst Analysis-54166N Wimhurst Static Machine	604.99
Callaghan, Mary M.	01		Accounts Payable	Student Refund	375.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Cargill Salt Division	02	Grounds	Maintenance Supplies	Bulk Deicing Salt (per ton)	2,186.10
Carl, Adam J.	01		Accounts Payable	Student Refund	8.02
Carl, Adam J.	01		Accounts Payable	Student Refund	322.00
	01		Accounts Payable	Student Refund	-655.00
	01		Accounts Payable	Student Refund	655.00
					----- 322.00
Carle, Bill	050600	Women's Basketball	Other Contractual Services	Referee for Game 11/30	75.00
Carlock, Gregory A.	01		Accounts Payable	Student Refund	276.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	AA-15-8768 Monohybrid Genetics Kit	70.75
	01	Biology	Instructional Supplies	See Attached Copy of Quote C91361	75.40
	01	Biology	Instructional Supplies	See Attached Copy of Quote C91361	35.85
	01	Biology	Instructional Supplies	See Attached Copy of Quote C91361	66.75
	01	Biology	Instructional Supplies	Credit for Dead Earthworms-P0003464	-30.90
					----- 217.85
Carroll County Review	01	College Relations	Advertising	Open PO for Advertisements	55.00
Castelein, Karen J.	010120	Community Education	Conference/Meeting Expense	Travel Reimbursement-10/26 & 11/15	136.09
Caterpillar-Engine Protection	02	Utilities	Other Utilities	Per Maintenance Agreement	418.79

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Caudillo, Annette C.	01		Accounts Payable	Student Refund	138.00
Christiansen, Barbara J.	050600	Drama	Other Materials and Supplies	Reimbursement for Supplies for Play	133.47
Christiansen, Barbara J.	12	Safety & Security	Maintenance Services	Payment for Sewing Patches on Security Shirts	32.00
Chronicle of Higher Education	01	VP- Student Services	Publications and Dues	Subscription Renewal	75.00
Cicchetti, Michael R.	01		Accounts Payable	Student Refund	988.00
Clarkson Imports	01	Physical Education	Instructional Supplies	Camel Rugby Balls (10/pkg)	130.00
College of DuPage	01	VP- Student Services	Conference/Meeting Expense	Registration WIA Effective Partnering Conf 12/7-8	65.00
Columbia Pipe & Supply Co	02	maint	Maintenance Supplies	Duct Connector	131.26
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	9,176.22
	02	Utilities	Electricity	Supply & Demand Electrical Service	9,913.26
	02	Utilities	Electricity	Supply & Demand Electrical Service	19.13
	02	Utilities	Electricity	Supply & Demand Electrical Service	13.33
	02	Utilities	Electricity	Supply & Demand Electrical Service	36.07
	02	Utilities	Electricity	Supply & Demand Electrical Service	19.13

					19,177.14
Cone's Repair Service	02	maint	Maintenance Supplies	Thermostat for Cafeteria	114.79
Considine, Kasey D.	01		Accounts Payable	Student Refund	644.00
Consolidated Management Co	010120	Professional Development	Consultants	Contract for FOD 105 Dec 1-Dec 9	370.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Lunch for Board Mtg 11/10	97.50
	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Board Mtg 11/22	40.00
	01	President	Other Conference & Meeting	Lunch for Communications Committee 11/5	65.45
	01	President	Other Conference & Meeting	Refreshments for Admin Council 11/24	73.75
	01	Dean of Arts, Social Sciences & P	Conference/Meeting Expense	Refreshments 11/4	22.95
	01	Fitness Center	Other Conference & Meeting	Apples & Muffins for Red Ribbon Week	16.05
	01	Director of Health Careers Ed	Conference/Meeting Expense	Open Forum for Nursing 11/16	23.50
	01	Director of Health Careers Ed	Conference/Meeting Expense	Mixed Tray	20.35
	01	Director of Health Careers Ed	Conference/Meeting Expense	Refreshments for Open Forum	47.00
	01	Director of Health Careers Ed	Conference/Meeting Expense	Lunch Meeting 12/1	53.55
	01	VP- Student Services	Conference/Meeting Expense	Single Mom's Banquet Refreshments 11/10	95.00
	01	Counseling	Conference/Meeting Expense	Refreshments for Strategic Planning Mtg 11/12	19.80
	01	VP- Administrative Services	Conference/Meeting Expense	Refreshments for FUB Mtg 11/10	9.50
	01	VP- Administrative Services	Conference/Meeting Expense	Refreshment for FUB Mtg 12/1	9.50
	01	VP- Administrative Services	Other Conference & Meeting	Refreshments for FUB Mtg 11/17	9.50
	01	Other Institutional	Recruitment	HVAC Candidate Lunch & Open Forum 11/15	75.15
	01	Other Institutional	Recruitment	Refreshments for Cross-Cultural Candidate	28.50

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party for FY00	112.50
	01		Foundation Expense	Breakfast for Special Mtg 11/23	118.75
	010110	workforce prep	Conference/Meeting Expense	Refreshments & Lunch for Lean Mfg Conf 11/10	195.00
	010110	workforce prep	Conference/Meeting Expense	Refreshments & Lunch for Lean Mfg Videoconf 12/1	212.50
	050600	General Athletics	Other Conference & Meeting	Cookie Cards	28.50
	050600	Student Activities	Other Conference & Meeting	Refreshments for Film Night 11/17	19.00
	050600	Student Government	Other Conference & Meeting	Punch for Halloween Dance	30.00
	050600	Global Awareness	Other Conference & Meeting	Global Awareness Week-Coffee House	115.50

					1,538.80
Corona, Celia C.	01		Accounts Payable	Student Refund	398.89
Corona, Celia C.	01		Accounts Payable	Student Refund	414.00
Corporate Office City	01	Dean of Arts, Social Sciences & P	Office Supplies	AAG-E210-50 Calendar Refills	6.14
	01	Fitness Center	Instructional Supplies	AAG-AYZ-00 Ruled One Month	12.88
	01	Learning Skills	Instructional Supplies	AAG-E210-50 Calendar Refills	26.49
	01	Dean of Business, Tech & Natural	Office Supplies	AAG-E210-50 Calendar Refills	6.95
	01	Computer Information Systems	Instructional Supplies	Success Calendar Refill E210-50	13.90
	01	Office & Administrative Services	Instructional Supplies	Success Calendar Refill E210-50	13.90
	01	Chemistry	Instructional Supplies	Success Calendar Refill E210-50	6.95
	01	Director of Health Careers Ed	Maintenance Services	Typewriter Repair	70.50
	01	Director of Health Careers Ed	Office Supplies	AAG-E717-50 3 1/2x6 Calendar Refills (YR 2000)	166.87
	01	Admissions, Records & Placement	Office Supplies	Cleaning of Typewriter	70.50
	02	Building and Grounds Administrat	Office Supplies	Computer Desk CEG600M Medium Oak, E-Z View Workstn	253.00

					648.08
Costello, Patrick G.	01		Accounts Payable	Student Refund	138.00
Council of North Central Two Y	01	Board of Trustees	Publications and Dues	99/00 Dues	130.00
Cox, Doris	01	Other Instructional	Other Conference & Meeting	Travel Reimbursement-Learning Conf 11/18-11/19	18.00
Cox, Jennifer E.	01		Accounts Payable	Student Refund	792.00
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Travel Reimbursement 11/2-11/11	150.22
Craft, Marilyn L.	01		Accounts Payable	Student Refund	138.00
Craig, Deborah L.	01		Accounts Payable	Student Refund	572.00
Crescent Electric Supply Co	02	maint	Maintenance Supplies	Clear Lamps	28.68
	02	maint	Maintenance Supplies	CR123H873A GE Heater Element	22.48
	02	maint	Maintenance Supplies	CR101Y GE 1P Man Starter Open	61.78
	02	maint	Maintenance Supplies	Heater Elements	50.52
	02	maint	Maintenance Supplies	Heater Elements	25.26

					188.72

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Cross, Ruth D.	01		Accounts Payable	Student Refund	92.00
Crownhart, Beth A.	01		Accounts Payable	Student Refund	1,047.21
Dale's Charter Service	050600	Men's Basketball	Other Conference & Meeting	Bus to Elgin	187.50
	050600	Women's Basketball	Other Conference & Meeting	Bus to Elgin	187.50
					----- 375.00
Dale, Julie	010120	Community Education	Consultants	Contractual-Dance Classes Fall 99	808.50
Damhoff, Russ K.	050600	Men's Basketball	Other Contractual Services	Game Worker 11/30	15.00
	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement 11/11-11/15	112.66
					----- 127.66
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement-11/18-11/20	243.67
	050600	Men's Basketball	Other Conference & Meeting	Reimbursement for Food & Pop for Officials	69.81
					----- 313.48
Dawson, Jennifer L.	01		Accounts Payable	Student Refund	437.00
Daytimers, Inc	01	Business Office	Office Supplies	Calendar Refill	31.98
DeKroft-Metz and Co, Inc	01	Associate Degree Nursing	Instructional Supplies	Latex Tourniquet Disposable Model 49-4109 18"x1"	27.04
	01	Licensed Practical Nursing	Instructional Supplies	Insulin Syringes	16.28
	01	Licensed Practical Nursing	Instructional Supplies	Monoject 22G 1 1/2" 3cc Luer Lock Syringe w/Needle	85.31
					----- 128.63
DeWaele, Virginia K.	01		Accounts Payable	Student Refund	1,495.00
Delgado, Crystal J.	01		Accounts Payable	Student Refund	138.00
Dinsmore, Kevin T.	01		Accounts Payable	Student Refund	230.00
Disher, Nathan S.	01		Accounts Payable	Student Refund	276.00
Division Management Services	02	maint	Maintenance Services	Boiler Inspection	60.00
Dixon-Meyers Bus Transportatio	050600	Men's Basketball	Other Conference & Meeting	Bus Rental to Olney 11/20	630.00
	050600	Women's Basketball	Other Conference & Meeting	Bus Rental to Olney 11/20	630.00
					----- 1,260.00
Donoho, Clifford	050600	Women's Basketball	Other Contractual Services	Referee for Game 11/23	75.00

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Donors Forum of Chicago	01	Learning Resource Center	Books and Binding Costs	Giving in Illinois	114.00
Downtown Sports	050600	Women's Volleyball	Instructional Supplies	1159 Quilted Pullover 3-XL, 10-L, 2-M	761.40
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	56.15
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Supplies	9.42
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	45.51
Duis, James E.	01	Art	Instructional Supplies	Reimbursement for Art Supplies	20.36
Durband Communications	02	maint	Maintenance Supplies	M2-CF-26-B-S-120 Electronic Ballasts	669.60
ECOLAB	02	maint	Maintenance Services	Perform service once a month to service kitchen,	175.00
	02	maint	Maintenance Services	Perform service once a month to service kitchen,	175.00
					----- 350.00
ENV Services Inc	01	Clinical Laboratory Science	Maintenance Services	Biological Cabinet Test	275.00
Echo	01	Other Institutional	Recruitment	Adjunct Faculty Ad	30.00
Economy Trophy Co	01	President	Other Conference & Meeting	Plates for Plaques for Employee Honor Award	8.40
	050600	Men's Golf	Instructional Supplies	Golf Team Awards	48.00
					----- 56.40
Education To Go	010120	Community Serv Computer Seminars	Consultants	Internet Computer Classes	495.00
Electronic School Supply, Inc	01	Electronics	Instructional Supplies	SG-9200 Audio Generator	339.90
Eller, Jennifer M.	01		Accounts Payable	Student Refund	138.00
Emblem Enterprises, Inc	12	Safety & Security	Other Supplies	Patches 3 7/8x5 SAUK VALLEY COMMUNITY COLLEGE	306.48
Employers' Association of Illi	01	Personnel Office	Publications and Dues	Renewal for 99/00	245.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Erbes, Nicole L.	01		Accounts Payable	Student Refund	-92.00
	01		Accounts Payable	Student Refund	92.00
	01		Accounts Payable	Student Refund	92.00
Escamilla, Bobbi J.	01		Accounts Payable	Student Refund	250.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Fannin, Sharon	010120	Community Education	Consultants	Contractual-Beg Oil Painting Fall 99	320.00
	010120	Community Education	Consultants	Contractual-Beg Oil Painting-SVCC-Fall 99	320.00
					----- 640.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Fay, Theresa M.	01		Accounts Payable	Student Refund	742.27
Federal Express Corp	01	Other Institutional	Postage	FedEx Charges for 11/99	26.00
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Ferolo, Jim	010120	Health & Personal Development	Consultants	Contractual-Massage Workshop Fall 99	178.50
Filmakers Library, Inc	050600	Student Activities	Other Contractual Services	Film for Rental "None of the Above"	70.00
Fischer, Bradley D.	01		Accounts Payable	Student Refund	138.00
Fisher Scientific	01	Chemistry	Instructional Supplies	E138-1 Ethyl Ether, 1 L	266.68
Fisher, Jennifer M.	01		Accounts Payable	Student Refund	250.00
Flinn Scientific	01	Chemistry	Instructional Supplies	Phototube for Spec 20	176.27
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	Spring Registration Cards (6000)	242.90
	01	Admissions, Records & Placement	Office Supplies	Program Change-Spring Forms (2000)	278.73
					----- 521.63
Frana, Jerry L.	01	Other Institutional	Other Materials and Supplies	Travel Reimbursement-NAEIR	12.00
Francis, Gail E	050600	Drama	Other Materials and Supplies	Reimbursement for Pizza for Painters	15.00
Francis, Gail E	050600	Drama	Other Contractual Services	Honorarium for Box Office/House Manager 11/21	75.00
Francisco, Cassandra	01	Radiologic Technology	Conference/Meeting Expense	Travel Reimbursement-RSNA Mtg 11/30	99.20
Franklin Financial Services Co	01		Franklin Life		510.00
Franklin Financial Services Co	01		Franklin Life		510.00
Frederick, Amanda A.	01		Accounts Payable	Student Refund	75.00

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Fredrickson, Brenda J.	01		Accounts Payable	Student Refund	322.00
Frey Scientific	010200	Instructional Data Processing	Instructional Computer Equipment	Strobe Light Analysis-S991469 Camera	179.00
Fulton Press Inc	01	College Relations	Advertising	Open PO for Advertisements	52.50
Fyr-Fyter Inc	12	Safety & Security	Maintenance Services	Annual Inspection/Service Portable Extinguishers	235.90
GTE Directories	01	College Relations	Advertising	Sauk Listing in Princeton Phone Book	63.30
GTE Wireless	02	Utilities	Telephone	Monthly Charges for 11/99	58.73
Gale Research	01	Learning Resource Center	Books and Binding Costs	Library Books	154.00
	01	Learning Resource Center	Books and Binding Costs	Library Books	148.66
	01	Learning Resource Center	Books and Binding Costs	Library Books	148.66
	01	Learning Resource Center	Books and Binding Costs	Library Books	108.43
	01	Learning Resource Center	Books and Binding Costs	Library Books	111.97
	01	Learning Resource Center	Books and Binding Costs	Library Books	149.11
	01	Learning Resource Center	Books and Binding Costs	Library Book	106.48
	01	Learning Resource Center	Books and Binding Costs	Library Books	108.43
	01	Learning Resource Center	Books and Binding Costs	Library Books	138.89
	01	Learning Resource Center	Books and Binding Costs	Library Books	170.01
	01	Learning Resource Center	Books and Binding Costs	Library Books	3.63
	01	Learning Resource Center	Books and Binding Costs	Library Books	148.66
	01	Learning Resource Center	Books and Binding Costs	Library Books	148.66
	01	Learning Resource Center	Books and Binding Costs	Library Books	174.00
	01	Learning Resource Center	Books and Binding Costs	Library Books	138.89
	01	Learning Resource Center	Books and Binding Costs	Library Book	108.88
	01	Learning Resource Center	Books and Binding Costs	Library Books	149.11
	01	Learning Resource Center	Books and Binding Costs	Library Books	83.23
	01	Learning Resource Center	Books and Binding Costs	Library Books	86.58

					2,386.28
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	4,413.79
	12	Risk Management	Telephone	Monthly Charge for Cama (911) Trunks	89.32

					4,503.11
Garaventa USA, Inc	12	Risk Management	Service Equipment	Garaventa "Evacu-Trac"	5,040.00
Garcia, Anna M.	01		Accounts Payable	Student Refund	138.00
Garcia, Isidro	01		Accounts Payable	Student Refund	250.00
Garren, Jennifer S.	01		Accounts Payable	Student Refund	552.00
Garza, Cynthia S.	01		Accounts Payable	Student Refund	552.00

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Gear, Carrie M.	01		Accounts Payable	Student Refund	368.00
Geary, Carol M.	01		Accounts Payable	Student Refund	276.00
Gehlbach, Emily R.	01		Accounts Payable	Student Refund	490.40
Gericke, Thomas H.	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 11/99	34.41
Gerlach, Wayne	050600	Women's Basketball	Other Contractual Services	Referee for Game 11/23	75.00
Gillihan, Jeanine A.	01		Accounts Payable	Student Refund	250.00
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C28171 Ideal Ratcheting Telemaster RJ11/45	210.33
	01	Administrative Data Processing	Office Supplies	C33028 Omniview Pro 8 Port Switch	493.92
	01	Administrative Data Processing	Office Supplies	HHC33254 Low Profile Keyboard Shelf	213.99

					918.24
Gospodarczyk, Thomas J.	010110	Corporate Services Admin.	Publications and Dues	Reimbursement for Annual Kiwanis Dues	72.00
	010110	Corporate Services Admin.	Conference/Meeting Expense	Travel Reimbursement 10/26-11/29	280.67

					352.67
Gowan, Crisy M.	01		Accounts Payable	Student Refund	138.00
Gowan, Patricia A.	01		Accounts Payable	Student Refund	138.00
	01		Accounts Payable	Student Refund	289.79

					427.79
Grainger	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	41.27
	02	maint	Maintenance Supplies	Credit Memo for Returned Lamps	-267.24
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	194.56
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	30.10
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	9.95
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	48.64
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	278.22
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	103.80
	02	Grounds	Maintenance Supplies	2D731 Handy Roll 1 1/2x50 220-5	29.47
	02	Grounds	Maintenance Supplies	1H003 White Pull 9 1/2 x 15.5	355.57

					824.34
Graybar Electric Company Inc.	01	Administrative Data Processing	Office Supplies	Lucent Systimax SCS Gigaspeed Cable 107 987 315	602.58
Graybar Electric Company Inc.	02	maint	Maintenance Supplies	Wire	123.83
Great Lakes Airgas Inc	01	HVAC	Instructional Supplies	Acetylene WSL 133 CF Tanks & Argon CO2 DE 75/25 13	5.05

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	01	Clinical Laboratory Science	Instructional Supplies	Cylinder Rental 11/30/99	10.70

					15.75
Groshans, Karl W.	01		Accounts Payable	Student Refund	230.00
Grummert's True Value	02	maint	Maintenance Supplies	Door Bottom, Multi-Direct Foam, Flor Bulbs	346.19
	02	maint	Maintenance Supplies	Flood Light Bulb	7.19
	02	maint	Maintenance Supplies	Supplies	3.43

					356.81
HESI	01	Associate Degree Nursing	Instructional Supplies	NCLEX-RN Exit Exams 98/99	392.00
Harden's Auto & Truck Repair	02	Grounds	Maintenance Services	Repair Dump Truck	1,324.56
Harmon, Brenda K	01		Accounts Payable	Student Refund	92.00
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel Reimbursement-ICCCA Mtg 11/18-11/19	227.45
Heckman Bindery, Inc	01	Board of Trustees	Office Supplies	Binding for Board of Trustees Minutes Books	44.60
Helms, Lezley M.	01		Accounts Payable	Student Refund	250.00
Heppler, Dawn A.	01		Accounts Payable	Student Refund	1,495.00
Herren, David R.	01		Accounts Payable	Student Refund	3.00
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
Higher Education Publication I	01	President	Office Supplies	2000 Higher Education Directory	56.00
	01	VP-Instructional Services	Publications and Dues	Higher Education Directory 2000	54.00

					110.00
Hines, Mike	050600	Women's Basketball	Other Contractual Services	Referee for Game 12/9	75.00
Hoagland, Kelly	010120	Community Serv Computer Seminars	Consultants	Contractual-Intro to Computers-Montmerency	240.00
	010120	Community Serv Computer Seminars	Consultants	Contractual-Intro to Computers-Fall 99	240.00

					480.00
Hofer, Autumn L.	01		Accounts Payable	Student Refund	664.00

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Holley, Tara J.	01		Accounts Payable	Student Refund	40.00
Horton, Howard R.	01		Accounts Payable	Student Refund	1,563.00
Howard, Bob	050600	Women's Basketball	Other Contractual Services	Referee for Game 12/9	75.00
Hoyle Road Equipment Co	02	Grounds	Maintenance Supplies	Oil & Elbows	60.36
Hoyle, Christine	01	Fitness Center	Conference/Meeting Expense	Travel Reimbursement-Nutrition & Exercise Conf	90.38
	01	Fitness Center	Other Conference & Meeting	Travel Reimbursement-Policy & Program Mtg 12/2	10.50

					100.88
Illini Trophy	01	Dean of Business, Tech & Natural	Office Supplies	Identification Name Tags (2)	10.00
	050600	Men's Basketball	Instructional Supplies	Trophies for Sauk Classic	57.00

					67.00
Illinois Association for Insti	01	Grant, Planning, & Research	Publications and Dues	Membership for 99/00	10.00
Illinois Community College Tru	01	Board of Trustees	Publications and Dues	Second Half Dues for 99/00	3,449.87
Illinois Council of Directors	01	Director of Health Careers Ed	Publications and Dues	Yearly Dues 99/00	20.00
Illinois Department of Revenue	01		State Withholding Payable		7,480.10
Illinois Department of Revenue	01		State Withholding Payable		7,471.11
Illinois Historic Preservation	01	Learning Resource Center	Publications and Dues	Renewal to Illinois History (2)	12.00
Illinois Historic Preservation	01	Learning Resource Center	Publications and Dues	Renewal to Journal of Illinois History	18.00
Illinois Historic Preservation	01	Learning Resource Center	Publications and Dues	Membership Renewal 99/00	20.00
Illinois Material Handling	02	maint	Maintenance Services	Scheduled Maintenance Agreement on Clark Fork Lift	59.99
Illinois Mutual	01		Optional Disability Insurance		20.57
Illinois Mutual	01		Optional Disability Insurance		20.57
Institute for Research	01	Learning Resource Center	Books and Binding Costs	Continuation Order, Groups 186-189	126.90
Internal Revenue Service	01		Wage Garnishment Payable		110.07
Internal Revenue Service	01		Wage Garnishment Payable		74.15
International Martial Arts	01	Physical Education	Consultants	Contract for PED 123 & PED 143	484.53

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
J & K Locksmith	12	Safety & Security	Other Supplies	Duplicate Keys (5)	10.00
JRCERT	01	Radiologic Technology	Instructional Service Contracts	YR 2000 Accreditation Fee	1,000.00
Jensen, Thomas	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement-ICCTA Conf 11/12-11/13	57.28
Jimenez, Ruthi	01		Accounts Payable	Student Refund	368.00
Johnson, Dawn	010120	Health & Personal Development	Instructional Supplies	Reimbursement for Workbooks for Debt-Free Class	120.00
Johnstone Supply	01	HVAC	Instructional Supplies	108-130 Mfd 220-250VAC 622-011	47.40
Jordan, Brenda D.	01		Accounts Payable	Student Refund	552.00
Josten's Inc	01	Commencement	Other Supplies	Diploma Insert (Red Seal) with Name & Date Printed	532.43
	01	Commencement	Other Supplies	Diploma Inserts	51.89
	01	Commencement	Other Supplies	Diploma Inserts	7.02
	01	Commencement	Other Supplies	Certificates (Black Seal) with Name & Date	99.94
					691.28
KZEG FM	01	College Relations	Advertising	Commercials	160.00
Kahlon Inc	01	Computing & Instruct Tech	Office Supplies	Open PO for Parts	70.00
	01	Computing & Instruct Tech	Instructional Supplies	Open PO for Parts	290.00
					360.00
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	95.66
	01		Wage Garnishment Payable	Wage Garnishment 11/15/99 P/R	95.66
					191.32
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	95.66
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Reimbursement for Dinner 11/9	18.15
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-ICCCA Conf 11/16-11/18	332.59
Kerber, Joan E.	02	Utilities	Telephone	Reimbursement for Phone Expenses	14.79
Kersten, Mandi N.	01		Accounts Payable	Student Refund	250.00
Kested, Kristin E.	01		Accounts Payable	Student Refund	150.00
Kestner, Terry	050600	Men's Basketball	Other Contractual Services	Referee for Game 11/30	75.00
Kiah, Jude	050600	Men's Basketball	Other Contractual Services	Referee for Game 11/30	75.00

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Kiele, Beverly M.	01	Radiologic Technology	Conference/Meeting Expense	Travel Reimbursement-Clinicals 8/30-11/9	426.56
King, Don	050600	Men's Basketball	Other Contractual Services	Referee for Game 11/30	75.00
King, Ron	050600	Men's Basketball	Other Contractual Services	Referee for Game 12/4	75.00
Kline, Luke A.	01		Accounts Payable	Student Refund	75.00
Kooi, Audrey	010120	Health & Personal Development	Consultants	Contractual-Morrison Fitness II-Fall 99	168.75
Krosch, Sharon M.	01		Accounts Payable	Student Refund	250.00
LRP Publications	01	Personnel Office	Publications and Dues	HR on Campus Newsletter Subscription for One Year	175.00
Landa, Carla M.	01		Accounts Payable	Student Refund	368.00
Lasek, Tony	050600	Men's Basketball	Other Contractual Services	Referee for Game 12/4	75.00
Laughlin, Matthew M.	01		Accounts Payable	Student Refund	552.00
Law Enforcement Resource	01	Criminal Justice	Instructional Supplies	Interviewing for Integrity Video Series	415.00
Lenz, Jim	010110	workforce prep	Consultants	Contractual-Lift Truck Operator Train & Test 11/9	450.00
	010110	workforce prep	Consultants	Contractual-Lift Truck Operator Train & Test 11/29	583.50

					1,033.50
Leseman, Jolene K.	050600	Women's Basketball	Other Contractual Services	Game Workers 11/30	80.00
	050600	Women's Basketball	Other Contractual Services	Game Workers 11/23	80.00
	050600	Women's Basketball	Other Contractual Services	Game Workers 12/3 (2 Games)	85.00
	050600	Women's Basketball	Other Contractual Services	Game Workers 12/4 (2 Games)	85.00
	050600	Women's Basketball	Other Contractual Services	Game Workers 11/27 & 11/28	85.00
	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 11/11-11/28	575.86

					990.86
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement-11/15-11/19	132.68
Leseman, Jolene K.	050600	Women's Basketball	Other Contractual Services	Game Workers for 12/7	30.00
	050600	Women's Basketball	Other Contractual Services	Game Worker 12/3-12/4	65.00
	050600	Women's Basketball	Other Contractual Services	Game Worker 12/9	80.00
	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 11/27-12/4	469.92

					644.92
Leseman, Jolene K.	050600	Women's Basketball	Other Conference & Meeting	Travel Reimbursement 12/2-12/9	287.88
	050600	Women's Softball	Other Conference & Meeting	Travel Reimbursement 12/3	61.78

					349.66

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Lewis-Barr, Laura J.	050600	Drama	Other Materials and Supplies	Reimbursement for Pizza for Set Painters	14.00
Lewis-Barr, Laura J.	050600	Drama	Other Materials and Supplies	Reimbursement for Pizza for Set Deconstruction	21.85
Lien, Chester	050600	Women's Basketball	Other Contractual Services	Referee for Game 11/30	75.00
Lucent Technologies	02	Utilities	Telephone	Service Charge	1,225.00
Lucent Technologies	01	Business Office	Instructional Computer Equipment	PEC63185 CSU for T1	2,128.40
Lundgren's Inc	01	Information Center	Office Supplies	Developing & Printing 99 Service Award Luncheon	28.77
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel Reimbursement-CRD Conf 11/4-11/7	105.44
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel Reimbursement-ICCTA Mtg 11/12	96.16
Lyons, Calvin W.	01		Foundation Expense	Travel Reimbursement-11/2 & 12/1	21.74
Lyons, Calvin W.	01	College Relations	Conference/Meeting Expense	Travel Reimbursement 10/28-11/3-11/11-11/18	14.26
MLO	01	Clinical Laboratory Science	Publications and Dues	Subscription Renewal	70.00
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01	.	Main Stay Fund		75.00
Maintenance Products, Inc	02	maint	Maintenance Supplies	Silver Duct Tape	64.84
	02	Grounds	Maintenance Supplies	15 pc Drill Bit Set	549.24

					614.08
Martin, Gus R.	01		Accounts Payable	Student Refund	1,697.50
Martin, Jaime L.	01		Accounts Payable	Student Refund	642.00
	01		Accounts Payable	Student Refund	642.00
	01		Accounts Payable	Student Refund	-642.00

					642.00
Matheney, Janet I.	01	Student Recruitment	Other Supplies	Reimbursement for Candy for TGIF	6.84
Matthew Bender & Company Inc	12	Affirmative Action	Other Supplies	Employment Law Deskbook	95.48
Mautino's Locker Room	050600	Men's Basketball	Instructional Supplies	Basketball Uniforms	299.41

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	050600	Men's Basketball	Instructional Supplies	Basketball Uniforms	1,491.41

					1,790.82
Maxwell, Daniel	01		Foundation Expense	Keynote Speaker for HS Leadership Conf	400.00
Maxwell, Daniel	01		Foundation Expense	Mileage Reimbursement-HS Leadership Conf 11/20	101.37
McBride, Patrick J.	01		Accounts Payable	Student Refund	112.50
McCormick's	050600	Madrigal	Other Materials and Supplies	Roping 50-55 ft	80.00
McCormick, Leslie	010120	Community Education	Consultants	Contractual-Floral Design Fall 99	105.00
McCormick, Leslie	010120	Community Education	Instructional Supplies	Reimbursement for Supplies	250.00
McLain, Bethany	01		Rehabilitation Dors-Spring	Interpreter/Sign Lang 11/99	200.00
McMaster Carr Supply Company	02	maint	Maintenance Supplies	Plumbing Parts	35.25
	02	maint	Maintenance Supplies	Washers for Boiler	31.41

					66.66
Medina, Arthur G.	01		Accounts Payable	Student Refund	98.00
	01		Accounts Payable	Student Refund	776.00

					874.00
Mekeel, Amy	01		Accounts Payable	Student Refund	138.00
Men's Health Magazine	01	Fitness Center	Instructional Supplies	One Year Subscription Renewal	24.97
Menards	02	maint	Maintenance Supplies	Boiler Supplies	45.56
	02	maint	Maintenance Supplies	Plumbing Supplies	28.98
	02	maint	Maintenance Supplies	Supplies for Stairwell Lights	23.37
	02	maint	Maintenance Supplies	Supplies for UPS	60.41
	02	maint	Maintenance Supplies	Supplies	28.50
	02	maint	Maintenance Supplies	Duplex Switch	4.99
	02	Grounds	Maintenance Supplies	Supplies & Ladder to College Van	390.15
	02	Grounds	Vehicle Supplies	Supplies & Ladder to College Van	32.99
	050600	Drama	Other Materials and Supplies	Supplies for Play	20.48
	050600	Drama	Other Materials and Supplies	Supplies for Play	7.93
	050600	Drama	Other Materials and Supplies	Supplies for Play	69.38

					712.74
Mendez, Jesse E.	01		Accounts Payable	Student Refund	1,273.61

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Mewhirter, Tedra S.	01		Accounts Payable	Student Refund	281.00
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-CCBO Conf 11/13-11/17	597.74
Midland Paper	01	English	Instructional Supplies	Paper-Winsor Copy 8.5x11 White 20 Lbs	255.00
Milliman, Connie A.	01		Accounts Payable	Student Refund	257.04
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Minnis, Justin G.	01		Accounts Payable	Student Refund	1,263.61
Mitchell, Gloria K.	01		Accounts Payable	Student Refund	138.00
Mongan, Connie	010110	workforce prep	Consultants	Contractual-Leadership Trng-Dixon Marq-3	2,600.00
Montgomery Kone Inc	02	maint	Maintenance Services	Continued Contract	628.86
Morgan Services Inc.	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	106.25
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	108.76
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	105.65
					320.66
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Repair	28.50
	01	Instructional Technology Center	Instructional Technology Materi	Safety Belts for Lg Tv's (3)	51.00
	01	Instructional Technology Center	Instructional Technology Materi	Toshiba Television, Model CF27H50	2,111.95
	01	Instructional Technology Center	Instructional Other Equipment	DuKane Model 28A7511 LCD Projector With Document	.00
					2,191.45
Mull, Robert W.	051400		Student Loans	Student Loan Due 5/5/00	300.00
Murillo, Graciela	01		Accounts Payable	Student Refund	250.00
Murray, Kris A.	01	Other Instructional	Other Conference & Meeting	Travel Reimbursement-Learning Comm Conf 11/18-19	127.40
NAEIR	01	Other Institutional	Other Materials and Supplies	Merry Makers Collection (2)	67.00
	01	Other Institutional	Other Materials and Supplies	Grab Bag-Service Charge	20.00
					87.00
Nagy, Kristin	01		Accounts Payable	Student Refund	138.00
National Computer Systems, Inc	01	Dean of Information Systems	Instructional Supplies	4521, Answer Sheet, 200Q, 8 1/2x11, Cut (500/box)	983.34

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National Council for Learning	01	Learning Resource Center	Publications and Dues	Membership Renewal	25.00
National Council of Instruction	01	VP-Instructional Services	Publications and Dues	Membership Dues for 2000	150.00
National Fire Protection Assoc	02	maint	Maintenance Supplies	1999 Code and Handbook Set	121.70
National Seminars Group	01	College Relations	Conference/Meeting Expense	Registration for Essentials of Printing & Prepress	179.00
Natl. Council for Occupational	01	Dean of Business, Tech & Natural	Publications and Dues	99/00 Membership Dues	225.00
Nelson, Mark	050600	Men's Cross Country	Other Conference & Meeting	Travel Reimbursement-Nationals 11/11-11/13	1,063.45
Nexus Office Systems, Inc	01	Learning Resource Center	Library Supplies	Recording Kits (6)	367.98
Nicor Energy, LLC	02	Utilities	Gas	Open Purchase Order for Gas Service	1,599.61
Nicor Gas	02	Utilities	Gas	Supply and Demand for Gas Service	153.19
	02	Utilities	Gas	Supply and Demand for Gas Service	148.34
	02	Utilities	Gas	Supply and Demand for Gas Service	109.00
	02	Utilities	Gas	Supply and Demand for Gas Service	32.03
					442.56
Noll, Peter W.	01	Admissions, Records & Placement	Conference/Meeting Expense	Travel Reimbursement-Coaching Skills Seminar 11/10	45.75
Norman, Megan E.	01		Accounts Payable	Student Refund	240.00
Northern Life Insurance Compan	01		Northern Life		85.00
Northern Life Insurance Compan	01		Northern Life		85.00
Northern Tool & Equipment Co	02	Grounds	Maintenance Supplies	33166-B941 300 Watt Back Seat Heat	691.19
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	Travel Reimbursement-PTK Conf 11/19-11/21	75.00
Olmsted, Brian T.	01	Information Center	Office Supplies	Color Developing for Men's Basketball Sports Guide	27.46
Over, John H.	01		Accounts Payable	Student Refund	46.00
	01		Accounts Payable	Student Refund	46.00
	01		Accounts Payable	Student Refund	690.00
	01		Accounts Payable	Student Refund	-46.00
					736.00
PDC Laboratories, Inc	02	maint	Maintenance Services	Lab Testing	74.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	PTK Regional Dues-19 Members	57.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Pack, Jason P.	01		Accounts Payable	Student Refund	526.00
Partington, Sarah H.	01	Other Institutional	Tuition Reimbursement	Tuition Reimbursement-Summer 98-Fall 99	920.00
Pasco Scientific	010200	Instructional Data Processing	Instructional Computer Equipment	SB-9631B Precision Digital Multimeter	2,215.75
Pathfinder Networking Corp	12	Risk Management	Maintenance Services	Maintenance Thru 7/31/2000 for CISCO PIX,	2,671.00
Peoria Journal Star	050600	Men's Basketball	Instructional Supplies	Subscription for 26 Weeks	123.24
Pettenger, Melva	01		Accounts Payable	Student Refund	184.00
Pfeifer, Alan	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel Reimbursement	85.25
Political Research, Inc	01	Learning Resource Center	Books and Binding Costs	Taylor's XVII General Election Results-Nov 98	51.50
Polo Equipment Company	02	Grounds	Maintenance Services	Repair 3220 Tractor	720.24
Pratt Audio-Visual & Video Cor	01	Computing & Instruct Tech	Instructional Supplies	Repair of Monitor	123.20
	01	Computing & Instruct Tech	Instructional Supplies	Service Call-Matrix Switcher	363.00

					486.20
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	3,764.67
	051000	Medical Insurance	Dependent Stop Loss	Individual Stop Loss	2,581.92
	051000	Medical Insurance	Precertification	Individual Stop Loss	294.00
	051000	Medical Insurance	Administrative	Individual Stop Loss	1,594.25
	051000	Medical Insurance	Life & AD&D	Individual Stop Loss	1,944.04

					10,178.88
Professional Independent Issur	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Insurance CEU Class for 2 Students	60.00
Public Broadcasting Service	01	Learning Resource Center	Books and Binding Costs	I'll Make Me A World:Century of African-Amer Art	150.00
Putnam Retirement Plan Service	01		Putnam		500.00
Putnam Retirement Plan Service	01		Putnam		500.00
Quad-City Times	050600	Men's Basketball	Instructional Supplies	Papers for Scouting & Recruiting	24.00
Quill Corporation	01	Dean of Arts, Social Sciences & P	Office Supplies	992-PIKS Reg Smooth Paperclips	47.49
	01	Dean of Corp Comm Serv	Office Supplies	992-10500-7 Copy Paper	110.23
	01	Director of Health Careers Ed	Office Supplies	Heavy Duty Staples 3/8" 992-SB35381M	21.80
	010110	Corporate Services Admin.	Office Supplies	992-65837 Foot Stool	35.41
	02	Building and Grounds Administrat	Office Supplies	Calendars, Dater, Message Forms	106.62

					321.55

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R. R. Bowker	01	Learning Resource Center	Books and Binding Costs	Subject Guide to BIP 99	391.35
	01	Learning Resource Center	Books and Binding Costs	Library Book	503.17

					894.52
Radio Ranch Inc	02	maint	Maintenance Services	Repeater and Monthly Usage per Quarter	297.00
	12	Safety & Security	Maintenance Services	Repair Radio	128.29
	12	Safety & Security	Maintenance Services	Repair Radio	39.31

					464.60
Reed, Billie J.	01		Accounts Payable	Student Refund	250.00
Reid, James L.	01		Accounts Payable	Student Refund	-450.00
	01		Accounts Payable	Student Refund	450.00
	01		Accounts Payable	Student Refund	450.00
Reliable	01	Administrative Data Processing	Office Supplies	139KN22256 Kensington Air Duster	180.40
	01	Administrative Data Processing	Office Supplies	Credit Memo on P0003716	-17.70

					162.70
Rhodes, Heather R.	01		Accounts Payable	Student Refund	287.21
Rice, Randy M.	01		Accounts Payable	Student Refund	851.28
Richmond, Karen S.	01		Accounts Payable	Student Refund	598.00
Ridge, Tamara L.	01		Accounts Payable	Student Refund	138.00
Rivas, Stasha B.	01		Accounts Payable	Student Refund	250.00
River Valley Health Care Counc	01	Personnel Office	Publications and Dues	Membership Dues for 99/00	50.00
Rock Falls Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Annual Membership Dues	140.00
Rockford Register Star	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	323.75
Rodriguez, Shaun M.	01		Accounts Payable	Student Refund	138.00
Ross, Gidget M.	01		Accounts Payable	Student Refund	138.00
Rotary Club of Sterling	01	President	Other Employee Benefits	Missed Meetings Through 9/30	12.00
Royer, Margo L.	01		Accounts Payable	Student Refund	250.00
Rumfelt, Amanda K.	01		Accounts Payable	Student Refund	250.00

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Rush, Samantha J.	01		Accounts Payable	Student Refund	450.00
SBM Business Equipment Center	01	Information Center	Office Supplies	Sharp Faxtrax Surge Protector	69.95
	01	Information Center	Office Supplies	Sharp FO1460 Fax SN:97109735	433.95
	01	Information Center	Office Supplies	Minimum Copy Count Charge	27.50
	01	Grant, Planning, & Research	Office Supplies	TEN-23322 Smoke Standard Sorter	16.58
	01	Other Instructional	Maintenance Services	Purchase Order for Copier Maintenance A3186	183.54
	01	Office & Administrative Services	Instructional Supplies	Machine Maintenance	45.00
	01	Office & Administrative Services	Instructional Supplies	Machine Maintenance	147.74
	01	Office & Administrative Services	Instructional Supplies	Machine Maintenance	30.00
	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	40.66
	01	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	.00
	01	Learning Resource Center	Library Supplies	Open PO for Supplies	21.36
	01	Learning Resource Center	Library Supplies	At-a-Glance Calendar Refills AAG-E210-50	55.03
	01	Admissions, Records & Placement	Office Supplies	New College Seal/Embosser	66.93
	01	Counseling	Maintenance Services	1/2 Copier Use Charge for 11/99	45.08
	01	Business Office	Maintenance Services	Monthly Charge for Maintenance of Sharp Copier	50.41
	01	Personnel Office	Office Supplies	Pockets for File Folders	7.98
	010110	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	81.33

					1,323.04
SVCC Faculty Association	01		Faculty Association Payable		1,125.47
SVCC Faculty Association	01		Faculty Association Payable		1,125.47
SVCC Foundation	01		Foundation Payable		5.00
SVCC Foundation	01		Foundation Payable		5.00
Sage, Karmen K.	01		Accounts Payable	Student Refund	23.00
Saint-Louis, Robert D.	010120	Health & Personal Development	Consultants	Contractual-Tai Chi Chuan Fall 99	180.00
Salem Press Inc	01	Learning Resource Center	Books and Binding Costs	The American Presidents	117.50
Santo Sport Store	050600	Women's Basketball	Instructional Supplies	Rawling Women's Villanova Style Uniform (White)	1,589.64
Sargent-Welch Scientific	010200	Instructional Data Processing	Instructional Computer Equipment	WL 3677E-10 He-Ne Laser Class IIIa	1,206.39
Satterfield, Traci L.	01		Accounts Payable	Student Refund	322.00
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Publication of Annual Financial Report 98/99	347.60
	01	Board of Trustees	Advertising	Advertisement for Child Care Tables	16.07
	01	College Relations	Advertising	Open PO for Advertisements	124.80
	01	College Relations	Advertising	Open PO for Advertisements	432.00
	01	College Relations	Advertising	Open PO for Advertisements	181.10

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	01	College Relations	Advertising	Open PO for Advertisements	360.00
	01	College Relations	Advertising	Open PO for Advertisements	268.60
	01	College Relations	Advertising	Open PO for Advertisements	124.80
	01	Other Institutional	Recruitment	Open PO for Recruitment Ads	84.79
	01	Other Institutional	Recruitment	Ad for Office Supervisor-Financial Aid	159.05
	050600	Voyager	Other Materials and Supplies	Print Voyager for Oct 99	268.08
	050600	Voyager	Other Materials and Supplies	Printing of Nov 99 Voyager	315.16
	101010	Booster Club	Other	Basketball Tournament Ad	262.08
					----- 2,944.13
Scenic Stage Line, Inc	050600	Men's Basketball	Other Conference & Meeting	Van Rental 10/9	119.90
Schimberg Company	02	maint	Maintenance Services	Freight for P0003765	3.18
	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	83241A Diaphragm (No 9)	375.99
					----- 379.17
Schmidt, Rebecca S.	01	Dean of Business, Tech & Natural	Office Supplies	Reimbursement for Office Supplies	22.05
	01	Accounting	Instructional Supplies	Reimbursement for Office Supplies	1.89
	01	Computer Information Systems	Instructional Supplies	Reimbursement for Office Supplies	1.05
	01	HVAC	Instructional Supplies	Reimbursement for Office Supplies	1.89
	01	Biology	Instructional Supplies	Reimbursement for Office Supplies	5.67
					----- 32.55
Scholastic Book Club	01		Foundation Expense	Good Night Gorilla 53598	216.31
Select Employees Credit Union	01		Credit Union Payable		19,138.66
Select Employees Credit Union	01		Credit Union Payable		19,163.66
Setchell, Linda S.	010120	Professional Development	Consultants	Contractual-FOD 105X Oct 6-Nov 17	370.00
Seto, Siu L.	01		Accounts Payable	Student Refund	28.14
Sexton, Bernie	010120	Senior Programs	Consultants	Contractual-Bridge Fall 99	225.00
Shaver, Chasity L.	01		Accounts Payable	Student Refund	262.50
Shawver Press Inc	01	College Relations	Advertising	Nursing Associate/Nursing Certificate Info Sheets	350.00
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel Reimbursement-RSNA Mtg 11/30	109.50
Shopko	050600	Women's Tennis	Instructional Supplies	Solid Training Wear (6)	269.94
Shopko	01	Learning Resource Center	Books and Binding Costs	Movies	67.84

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Smith, Adam W.	01		Accounts Payable	Student Refund	500.00
Smith, William	050600	Men's Basketball	Other Contractual Services	Referee for Game 12/4	75.00
Sosa, Shirley I.	01		Accounts Payable	Student Refund	113.66
Speedway SuperAmerica LLC	050800	Transportation	Vehicle Supplies	Gas for College Van	187.04
Spielman, Kirk W.	01		Accounts Payable	Student Refund	200.00
Standard Register	01	Administrative Data Processing	Office Supplies	8 1/2 x 11 Blank, Carbonless, 3 Ply HOK03	1,017.69
Strange, Justin L.	01		Accounts Payable	Student Refund	153.00
Stark, Charles D.	01		Accounts Payable	Student Refund	393.90
Stark, Charles D.	01		Accounts Payable	Student Refund	552.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00
State Street Bank & Trust Comp	04	Bond & Interest Fund	Consultants	Semi-Annual Activity Fee 11/1/99-4/30/00	250.00
State Universities Retirement	01		SURS Payable		24,631.13
State Universities Retirement	01		SURS Payable		24,566.80
Steeves, Louise E.	050600	Drama	Other Materials and Supplies	Reimbursement for Costume Tights & Shoes	13.29
Stegmaier, Jacob W.	01		Accounts Payable	Student Refund	345.75
Sterling Area Chamber of Comme	01	VP-Instructional Services	Conference/Meeting Expense	Annual Leadership Inst-D Hecht, R Bittner L White	183.34
	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Annual Leadership Inst-D Hecht, R Bittner L White	183.33
	01	VP- Administrative Services	Conference/Meeting Expense	Annual Leadership Inst-D Hecht, R Bittner L White	183.33
					550.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	934.50
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,071.00
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,522.50
					3,528.00
Stiefel, Debra	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Travel Reimbursement-ISAC Mtg 11/9	65.10
Stoecker, Matthew L.	01	Art	Instructional Supplies	Reimbursement for Art Supplies for Global Awareness	25.96

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Straw, Nicholas M.	050600	Men's Basketball	Other Contractual Services	Game Worker Oct 9-Jan 8	180.00
Straw, Nicholas M.	050600	Men's Basketball	Other Contractual Services	Game Worker 11/30	10.00
Straw, Nicholas M.	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement-ICCTA Mtg 11/12	103.56
Straw, Nicholas M.	050600	Men's Basketball	Other Contractual Services	Game Worker 12/4	10.00
Superior Products	02	Building and Grounds Administrat	Other Materials and Supplies	9-A-260 10 Dept Cash Register	150.20
Sveum, Jessica E.	01		Accounts Payable	Student Refund	15.00
Swank Motion Pictures, Inc	050600	Student Activities	Other Contractual Services	Film "Contact"	216.00
Swarthout, Rhonda L.	050600	Men's Basketball	Other Contractual Services	Volleyball Ticket Taker	165.00
	050600	Women's Volleyball	Other Contractual Services	Volleyball Ticket Taker	45.00

					210.00
TIAA/CREF	01		TIAA/ CREF		7,705.28
TIAA/CREF	01		TIAA/ CREF		7,463.00
Telegraph	01	Learning Resource Center	Publications and Dues	Subscription Renewal-One Year	144.20
The Trane Company	02	maint	Maintenance Supplies	Motors	269.44
Thermogas Company	02	maint	Maintenance Supplies	Propane Tank-Forklift	8.50
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILRC 11/16-11/18	333.97
Thompson Publishing Group	01	Personnel Office	Publications and Dues	Renewal of Fair Labor Book 2000	254.00
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement-ICCTA Mtg 11/12	235.49
Total Line Supply Company	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	1,082.77
	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	128.00

					1,210.77
Trade Dimensions	01	Learning Resource Center	Books and Binding Costs	1999 Demograph USA County	407.50
Triple C, Inc	01	President	Other Conference & Meeting	Staff Christmas Presents	563.52
Trustmark Insurance	01		Optional Life Insurance		713.99
Trustmark Insurance	01		Optional Life Insurance		713.99

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US Postmaster	01	Other Institutional	Postage	Annual Fee-Permit 243	100.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
Ultraseek Server Support Renew	01	Computing & Instruct Tech	Computer Software	One Year Support for Ultraseek	750.00
Unique Computer	01	Office & Administrative Services	Instructional Supplies	LJ 1100 for OAS Lab Grading	399.00
	01	Electronics	Instructional Supplies	WIN98 2nd Edition	299.85
	01	Electronics	Instructional Supplies	Computer Upgrades to Hard Drive	145.00
	01	Computing & Instruct Tech	Instructional Supplies	Replacement UPS Battery	84.00
	01	Computing & Instruct Tech	Computer Software	GHOST 6.0 Media	1,122.00
	01	Administrative Data Processing	Office Supplies	Linux Red Hat	150.00
	01	Administrative Data Processing	Office Supplies	Cables	24.00
	01	Business Office	Office Other Equipment	APC 5000XR Matrix (5 Yr Maint)	11,150.00
	010110	Corporate Services Admin.	Office Supplies	Win 98 Upgrade	189.90

					13,563.75
United Ad Label Co	01	Instructional Technology Center	Inatructional Technology Materia	JP174N VHS Set 2-Up SM White VHS Blank Labels	69.51
United Parcel Service	01	Other Institutional	Postage	UPS Service	188.23
	01	Other Institutional	Postage	UPS Service	73.42

					261.65
United Way of Dixon	01	..	United Way Payable		52.43
United Way of Dixon	..		United Way Payable		52.43
United Way of Sterling-Rock Fa	01		United Way Payable		132.40
United Way of Sterling-Rock Fa	01		United Way Payable		132.40
University of Illinois	01	Learning Resource Center	Books and Binding Costs	1999 IL Statistical Abstract	50.00
Valencia Community College	01	VP-Instructional Services	Conference/Meeting Expense	Registration for 2000 Comm Coll Futures Assembly	395.00
Value Line Publishing	01	Learning Resource Center	Publications and Dues	Investment Survey	570.00
	01	Learning Resource Center	Publications and Dues	Investment Survey-Expanded	175.00

					745.00
VanderWege, Robertus J.	050800	Transportation	Vehicle Supplies	Reimbursement for Gas for College Van	16.50
Vanwassenhove, Jacalyn K.	01		Accounts Payable	Student Refund	828.00
Variable Annuity Life Insuranc	01		Valic		455.00

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Variable Annuity Life Insurance	01		Valic		455.00
Venator Team Sales	050600	Men's Basketball	Instructional Supplies	Adidas Equip Respon 660833 Size 14	275.00
	050600	Men's Basketball	Instructional Supplies	Reebok Answer III DMX4-52052 Size 12 Model A	140.00
					415.00
Vonachen Industrial Supplies	02	custodial	Maintenance Supplies	Open Purchase Order to Purchase Supplies	2,139.45
	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Tirex 12"x12" Parquet Style Tiles with Pell and	3,678.30
					5,817.75
WIXN FM - WIXN AM	01	College Relations	Advertising	Open PO for Advertising	210.00
WIXN FM - WIXN AM	01	College Relations	Advertising	Open PO for Advertising	1,669.00
WLLT	01	College Relations	Advertising	Open PO for Advertising	780.00
WRHL FM The HUB	01	College Relations	Advertising	AFC Turkey Tournament Advertising	79.50
WSDR-AM	01	College Relations	Advertising	Open PO for Advertising	500.00
	01	College Relations	Advertising	Open PO for Advertising	500.00
					1,000.00
WSSQ-FM	01	College Relations	Advertising	Open PO for Advertising	546.00
	01	College Relations	Advertising	Open PO for Advertising	546.00
					1,092.00
WZOE	01	College Relations	Advertising	Open PO for Advertising	205.00
WZZT-FM	01	College Relations	Advertising	Open PO for Advertising	410.00
	01	College Relations	Advertising	Open PO for Advertising	410.00
					820.00
Waddell & Reed, Inc	01		Waddell & Reed		410.00
Waddell & Reed, Inc	01		Waddell & Reed		410.00
Wagner, Renee S.	01		Accounts Payable	Student Refund	93.12
Wagner, Renee S.	01		Accounts Payable	Student Refund	93.12
Ward's-Biology	01	Biology	Instructional Supplies	33V2293 Wall Size Periodic Table w/ Roller 60x46"	41.13
	01	Chemistry	Instructional Supplies	33V2293 Wall Size Periodic Table w/ Roller 60x46"	68.69
					109.82

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Ward, Murray, Pace, & Johnson,	01 12	Board of Trustees Risk Management	Legal Services Legal Services	Persons & Property Legal Matters 11/99 Persons & Property Legal Matters 11/99	1,616.76 923.00 ----- 2,539.76
Wardell, John	010110	Seminars	Conference/Meeting Expense	Reimbursement for Lodging 11/20-11/21	137.88
Weeks, Eric A.	01		Accounts Payable	Student Refund	761.00
Weidel, Kalene J.	01		Accounts Payable	Student Refund	322.00
Welker, Sarah B.	01		Accounts Payable	Student Refund	184.00
West Publishing Company	01	Criminal Justice	Instructional Supplies	Criminal Trials	78.48
Whaley, Virginia A.	01		Accounts Payable	Student Refund	598.00
White, Kathryn E.	01		Accounts Payable	Student Refund	15.00
White, Keegan W.	01		Accounts Payable	Student Refund	675.27
White, Keegan W.	01		Accounts Payable	Student Refund	687.00
White, Linley V.	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Travel Reimbursement-ICCCA Mtg 11/18	120.90
White, Peggy	01	Clinical Laboratory Science	Conference/Meeting Expense	Travel Reimbursement 11/99	18.60
Wilkins-Lowe and Company	12	Risk Management	Worker's Compensation	Workers Compensation-Oct 99	3,935.00
William Rainey Harper College	01	Other Instructional	Other Conference & Meeting	Conference Fee-C Atchley, K Murray, D Cox	675.00
Williams, Sean D.	01		Accounts Payable	Student Refund	153.00
Wisconsin Turf Equipment Corpo	02 02 02	Grounds Grounds Grounds	Maintenance Services Maintenance Services Maintenance Supplies	Repairs on 1997, 1998 Turf Cats Repairs on 1997, 1998 Turf Cats-P0003773 Credit Memo-Pulley & Screw	378.40 573.86 -6.50 ----- 945.76
Wood, Therese L.	01	Biology	Conference/Meeting Expense	Travel Reimbursement 11/17	17.36
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Game Worker for 11/30	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Game Worker 12/4	15.00
Xerox Corporation	050200 050200 050200	Xerox Copier Xerox Copier Xerox Copier	Maintenance Services Maintenance Services Purchases for Resale	Renewal of Xerox 1090 Maintenance Agreement Renewal of Xerox 1090 Maintenance Agreement Paper	781.24 1,254.08 38.45

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	050200	Xerox Copier	Purchases for Resale	Paper	2,384.00
	050200	Xerox Copier	Interest	Xerox 1090 Copier Lease Payment-Principal	5.90
	050200	Xerox Copier	Interest	Xerox 5042 Copier Lease Payment-Principal	2.23
	050200		Other Noncurrent Obligations	Xerox 1090 Copier Lease Payment-Principal	588.21
	050200		Other Noncurrent Obligations	Xerox 5042 Copier Lease Payment-Principal	148.03

					5,202.14
Yardley, Karen S.	01		Accounts Payable	Student Refund	744.00
Yore, Christopher M.	01		Accounts Payable	Student Refund	153.00
Young, Lindsey R.	01		Accounts Payable	Student Refund	250.00
Youngren's Refrigeration Inc	01	Clinical Laboratory Science	Maintenance Services	Medical Cooler Repairs	76.00
	02	maint	Maintenance Services	Repair Cafeteria Cooler	64.50

					140.50
Zellers, Jennifer A.	01		Accounts Payable	Student Refund	138.00

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385,513.49

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	062071	ISBE Voc Ed- Program Improvment	Computer Software	Autodesk License	1,437.00
	063020	Perkins IIc	Computer Software	Autodesk License	3,716.00
	063020	Perkins IIc	Instructional Computer Equipment	Autodesk License	847.00

					6,000.00
Alfano, Cindy	062022	WFP- Ed to Careers	Conference/Meeting Expense	Reimbursement for Candy-Franklin Center Visit	7.88
	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement-Kishwaukee College Nite 11/10	31.00

					38.88
Alfano, Cindy	062022	WFP- Ed to Careers	Conference/Meeting Expense	Reimbursement for Student Ambassador Training	41.00
Ameritech	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges for T1 Line Acct No 815Z99-21139925	253.41
Anderson, Pamela J.	062010	Special Populations Grant	Other Contractual Services	Interpreter/Sign Language 11/99	880.00
Apple Computer Inc	062031	Advance Technology Grant	Instructional Computer Equipment	iMac-64MB Ram, 6 G Hard Disk, CDRom, 10/100 Base T	949.00
Arduini, Karen S.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Arduini, Karen S.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Armstrong, Carol	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Armstrong, Carol	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Ballew, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Ballew, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Ballew, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Bos, Keith A.	063020	Perkins IIc	Conference/Meeting Expense	Travel Reimbursement 11/99	50.53
Bumsted, Jeff	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	9.92
Casson, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Clodfelter, Pamela J.	062024	WFP- Career Services	Office Supplies	Ambassador Mtg Lunch 11/18	7.96
	062024	WFP- Career Services	Conference/Meeting Expense	Ambassador Mtg Lunch 11/18	8.50

					16.46
Clodfelter, Pamela J.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement-WIA Conf 12/7	75.33
Consolidated Management Co	062022	WFP- Ed to Careers	Conference/Meeting Expense	College Night Dinner	326.00
	062022	WFP- Ed to Careers	Conference/Meeting Expense	TGIF Lunch 10/22	11.20

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	062022	WFP- Ed to Careers	Conference/Meeting Expense	Counselor Breakfast 10/14	112.50
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Refreshments & Lunch for Workshop 11/9	348.75
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Refreshments & Dinner for Workshop 10/28	319.00
	063011	Student Support Services Grant	Other Conference & Meeting	Refreshments for Cultural & Costume Festival 10/28	452.50

					1,569.95
Corporate Office City	062060	SOS VITAL Grant	Office Supplies	AAG-E210-50 Refill 2000 Calendar	35.60
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Reimbursement for Holidays Around the World Supply	39.78
Delta Systems Co, Inc	063042	ISBE Adult Education- GG	Instructional Supplies	0-201-84660-8 True Stories in the News (Text)	69.80
Dietz, Allen	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Dietz, Allen	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Dunn, Gail R	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Dunn, Gail R	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Dunn, Gail R	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
FITNE	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	IV3044-15 Multimedia System	5,070.00
Fulton High School	063030	Perkins IIIE Tech Prep	Other	Claim No 1	156.95
GTE Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charges	22.58
Gallatin River Communications	062032	Adv Tech- Technology Support Gra	Telecommunications	DS1 Channel DH2A664336..LB	276.00
	062050	SBDC Grant	Telephone	Monthly Telephone Charges 11/99	60.04

					336.04
Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Work Based Learning Workshop 11/23	500.00
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage 11/23	58.90

					558.90
Goodale, Susan	062073	ISBE Voc Ed- Tech Prep Grant	Consultants	Workshop 12/9-Multiple Intelligences for Assessment	500.00
	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement-Workshop 12/9	58.90

					558.90
Hahne, Connie	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	21.70
Hall, Zollie W.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Reimbursement for Airfare to AACC Conf 1/26-1/30	199.20

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Hall, Zollie W.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement-11/1-11/9	70.43
Hammack, Jim	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	3.72
Highland Community College	062150	ISAC	Student Grants & Scholarships	IVG Funds for Jeromi Martin & Erin Bausman	773.36
Honeyman, Donna C.	062010	Special Populations Grant	Other Contractual Services	Sign Language Interpreter 11/17-11/19	80.00
	062010	Special Populations Grant	Other Contractual Services	Mileage Reimbursement-Sign Lang Interpreter	49.60

					129.60
Rurd, Mary Ann	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Reimbursement for Mileage-11/30 Mtg	4.34
Illini Trophy	062022	WFP- Ed to Careers	Instructional Supplies	Name Badge	5.00
Kerber, Joan E.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement-WIA Conf 12/7	111.86
Kim, Linda A.	062060	SOS VITAL Grant	Other Conference & Meeting	Reimbursement for Vital Recognition	47.77
Lifesong Audio	062032	Adv Tech- Technology Support Gra	Instructional Other Equipment	Audio Technic Amp for Wireless Mic	799.00
	062032	Adv Tech- Technology Support Gra	Instructional Other Equipment	Custom Made Cable	89.00

					888.00
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	17.67

					57.67
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Fall 99 Lead Facilitator	200.00

					240.00
Lipscomb, Lyle	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	13.95
Longfellow, Richard	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	3.72
Luker, Neal	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	20.46
Luker, Neal	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
MAEOPP	063011	Student Support Services Grant	Other Conference & Meeting	Membership Fee for Larry Jackson	60.00
Mac Warehouse	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	DCA 4738 USB Cable	176.41

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Mahar, Sandra L	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Mahar, Sandra L	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	13.95
Matheney, Janet I.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement-Conf 11/16-11/17	15.37
Matheney, Janet I.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Reimbursement for Pizza for Honors/Escrow	40.95
Matthews, Cathy M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Matthews, Cathy M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Matthews, Cathy M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
McLain, Bethany	062010	Special Populations Grant	Other Contractual Services	Interpreter/Sign Language 11/99	240.00
Mueller Audio Visual	062022	WFP- Education to Careers Grant	Instructional Other Equipment	DuKane Model 28A7511 LCD Projector With Document	4,295.00
	062031	Advance Technology Grant	Instructional Other Equipment	DuKane Model 28A7511 LCD Projector With Document	4,295.00

					8,590.00
Muscarello, Marc	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Muscarello, Marc	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Muscarello, Marc	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Myron Manufacturing	063042	ISBE Adult Education- GG	Instructional Supplies	Teamwork Millennium Pocket Pal Diary	194.86
Nelson, Carl	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Nelson, Carl	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Nelson, Carl	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Nelson, Carolyn J.	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Ohio High School	063030	Perkins IIIE Tech Prep	Other	Claim No 8-12	436.13
Paper Direct Inc	062022	WFP- Ed to Careers	Instructional Supplies	28 Lb BT0020 Imperial Paper Brochures	216.55
Pathfinder Networking Corp	062032	Adv Tech- Technology Support Gra	Maintenance Services	Annual Maintenance for 3.524XL	562.00
Pillers, Lona	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Porter, Lois L.	063045	ISBE Adult Ed- Performance Grant	Conference/Meeting Expense	Travel Reimbursement-Adult Ed Conf 10/29	5.50
RC Printing of Northwestern Il	063011	Student Support Services Grant	Printing	Printing of Newsletters	280.00

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Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Claim No 1	1,068.83
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Claim No 2	623.47
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Claim No 3	94.50
Rock River Printers	062022	WFP- Ed to Careers	Instructional Supplies	TGIF Folded Mailer 3-Fold (3000)	683.09
	062022	WFP- Ed to Careers	Instructional Supplies	11x17 TGIF Posters (75)	152.00

					835.09
Royer, Connie Jo	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
SBM Business Equipment Center	062050	SBDC Grant	Office Supplies	Open PO Service Contract for Copier	.00
	062050	SBDC Grant	Office Supplies	Open PO Service Contract for Copier	49.99
	063011	Student Support Services Grant	Maintenance Services	1/2 Copier Use for 10/99	50.16
	063011	Student Support Services Grant	Printing	Double-Sided Color Calendar of Events	500.00

					600.15
SCT Software & Resource Mgmt C	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Expenses for Banner Conference in San Francisco	600.00
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	14.13
SVCC Educational Fund	062150		I/F Payable	Fall 99 Grant Payments-MRS, ISAC-MAP, Incentive	121,723.00
Sandholm, Deborah	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Schrader, Nancy A	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Schrader, Nancy A	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Schrader, Nancy A	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Shawver Press Inc	062022	WFP- Ed to Careers	Instructional Supplies	College Night Posters	124.00
Stage, Tiffany A.	062270	IDHS Srvg Clnts @ the Front Door	Other	Car Insurance	333.00
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 11/30/99	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 11/30/99	427.20
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds 11/30/99	139.72

					669.64
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 12/15/99 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 12/15/99 Payroll	459.25
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds for 12/15/99 Payroll	119.90

					681.87

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Stevens, Shirley A.	063045	ISBE Adult Ed- Performance Grant	Conference/Meeting Expense	Travel Reimbursement-Adult Ed Nat'l Conf 11/8	71.92
Stevens, Shirley A.	063042	ISBE Adult Education- GG	Other Supplies	Travel Reimbursement-9/9-11/23	46.20
Sunny Travel Center	063011	Student Support Services Grant	Conference/Meeting Expense	Change of Flight Fee for Belinda Dalton 12/7	83.90
Szakatits, Dana	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Szakatits, Dana	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Thomas, Eric B	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Travi, Jean	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Travi, Jean	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Travi, Jean	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Unique Computer	062022	WFP- Education to Careers Grant	Instructional Computer Equipment	Epson Sylus 740 Color: Blueberry	251.46
	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	Epson Sylus 740 Color: Blueberry	510.54

					762.00
Waldinger, Cynthia M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Career Options, ICP's Workshop 11/9	40.00
Waldinger, Cynthia M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Waldinger, Cynthia M	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00
Warren Radio	062022	WFP- Education to Careers Grant	Instructional Other Equipment	B & K 1760 Power Supplies	2,440.00
Weaver, Cynthia We	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-11/30 Mtg	17.36
West, Charles C.	062022	WFP- Education to Careers Grant	Conference/Meeting Expense	Travel Reimbursement-Nonprofit Conf 11/30-12/1	393.54
Wright, Gail	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 11/23-Work Based Learning	40.00
Wright, Gail	062073	ISBE Voc Ed- Tech Prep Grant	Other Contractual Services	Workshop 12/7	40.00

BANK ACCOUNT TOTAL:

163,058.13

ALL ACCOUNTS TOTAL:

548,571.62

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11/08/99	C/D	CHK7005	DORIS HALL 548.03 Miscellaneous Purchases 111.00 Cash in Bank	14.40	14.40
11/08/99	C/D	CHK7006	CONSOLIDATED MGT 548.03 Miscellaneous Purchases 111.00 Cash in Bank	50.00	50.00
11/08/99	C/D	CHK7007	ALL AMERICAN EMBROIDERY 548.03 Miscellaneous Purchases 111.00 Cash in Bank	425.30	425.30
11/08/99	C/D	CHK7008	DICK BLICK 548.02 Supply Purchases 111.00 Cash in Bank	340.22	340.22
11/08/99	C/D	CHK7009	DRAMATISTS PLAY SERVICES 548.01 Textbook Purchases 549.01 Textbook Transportation 111.00 Cash in Bank	32.13 3.49	35.62
11/08/99	C/D	CHK7010	VOID 111.00 Cash in Bank	0.00	
11/08/99	C/D	CHK7011	IBM CORP 530.00 Contractual Services 111.00 Cash in Bank	239.99	239.99
11/08/99	C/D	CHK7012	ITP EDUCATION 548.01 Textbook Purchases 111.00 Cash in Bank	15,314.95	15,314.95
11/08/99	C/D	CHK7013	MACMILLAN COMPUTER PUB 548.04 Paperback Purchases 549.04 Paperback Transportation 111.00 Cash in Bank	10.39 3.33	13.72
11/08/99	C/D	CHK7014	NEBRASKA BOOK CO 548.05 Used Book Purchases 111.00 Cash in Bank	139.20	139.20
11/08/99	C/D	CHK7015	PEARSON ED 548.01 Textbook Purchases 111.00 Cash in Bank	7,681.50	7,681.50
11/08/99	C/D	CHK7016	RPS INC 548.01 Textbook Purchases 111.00 Cash in Bank	72.05	72.05
11/08/99	C/D	CHK7016	CORRECTION 549.01 Textbook Transportation 548.01 Textbook Purchases	72.05	72.05

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Date	Jnl	Ref. No	Description / Accounts	Debits	Credits
11/08/99	C/D	CHK7017	REUEL'S DISTRIBUTION CEN		
			548.02 Supply Purchases	289.45	
			549.02 Supply Transportation	7.60	
			111.00 Cash in Bank		297.05
11/08/99	C/D	CHK7018	SPRINGHOUSE CORP		
			548.04 Paperback Purchases	103.65	
			111.00 Cash in Bank		103.65
11/08/99	C/D	CHK7019	SPRINT		
			548.31 Phone Cards Purchases	547.50	
			111.00 Cash in Bank		547.50
11/08/99	C/D	CHK7020	DOUG STEWART		
			548.02 Supply Purchases	405.84	
			549.02 Supply Transportation	20.90	
			111.00 Cash in Bank		426.74
11/15/99	C/D	CHK7021	ILL DEPT OF REVENUE		
			235.00 Accrued Sales Tax Payable	492.00	
			111.00 Cash in Bank		492.00
12/07/99	C/D	CHK7026	CONSOLIDATED MGT		
			548.32 Meal Ticket	2,060.00	
			111.00 Cash in Bank		2,060.00
			***** Report Total	26,121.84	26,121.84

NOTE: These journal transactions were posted either to prior or to future months --- these transaction amounts are not reflected in the account ending balances or report totals