

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

March 27, 2000

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	February 29, 2000	\$336,897.83
	March 15, 2000	\$189,570.41

5. Budget Report

6. Workforce Councils

7. Board Policy Gender Reference Changes (Second Reading)

E. President's Report

1. Monthly Policy Reviews - 511.01

2. NWICCTA Meeting @ Highland - April 13, 2000

3. Licensed Practical Nurse Exam Results (attached)

4. Attrition of Nursing Students Report (attached)

5. ICCTA Outstanding Faculty Member Award (attached)

6. Illinois CPA Society Outstanding Educator Award (attached)

7. Paul Simon Student Essay Contest Winners (attached)

8. Shared Values Grant Update (attached)

9. NIU Transfer GPA Report (attached)

10. Deferred Tuition Payment Plan (attached)

11. Earth Week Activities

12. NCA Update

13. St. Leo University Articulation Agreement

14. Student Housing Update

F. Financial Reports and Actions

1. Recommendation to Outsource Bookstore

2. Meal Reimbursement Policy

3. SCT Banner Maintenance Contract

4. Tennis Courts Bid Award

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

H. Personnel

- 1. Administrative Reappointments**
- 2. Contractual Reappointment**
- 3. Administrative Resignation**
- 4. Faculty Early Retirement Request**

I. Other

Board Room Chairs

J. Reports

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

K. Adjournment

Board of Trustees Meetings

April 24, 2000

May 22, 2000

June 26, 2000

ICCTA Monthly Meetings

**April 4 and 5, 2000
Lobby Day**

**April 13, 2000 NWICCTA at Highland
Community College - 6:30 p.m.**

Nothing Scheduled

**June 15, 16, 17 - Decatur
Annual Convention**

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

March 27, 2000

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on March 27, 2000 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:

Thomas Jensen	Robert Thompson
Nancy Varga	Pennie von Bergen Wessels
B.J. Wolf	William Simpson
Nicholas Straw	

Absent: Ed Andersen

SVCC Staff: President Richard L. Behrendt
Attorney Robert Branson
Vice President Ruth Bittner
Vice President Deborah Hecht
Vice President Joan Kerber
Director of College Relations Cal Lyons
Secretary to the Board Marilyn Vinson

Communication from Visitors: Visitor Ina Blades read a statement to the Board in regard to chairs in the Board Room.

Consent Agenda: It was moved by Member Wolf and seconded by Member Thompson that the Board approve the Consent Agenda as presented. In a roll call vote, the following was recorded: Ayes - Members Jensen, Thompson, Varga, Wolf, and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

President's Report: Heard President Behrendt report on the attrition rate of the nursing classes, that the legislature had approved HB4266 which transfers adult education from the common schools to community colleges, that SVCC students transferring to NIU in Fall 1999 continue to carry higher GPAs than native undergraduates, total under-

graduates, all other transfers, and all public community college transfers, and that Sauk Valley would be offering students a deferred payment plan starting with Fall 2000.

It was moved by Member von Bergen Wessels and seconded by Member Simpson that the Board not approve Agenda Item E-10 Deferred Tuition Payment Plan. In a roll call vote, the following was recorded: Ayes - Member von Bergen Wessels. Nays - Members Jensen, Thompson, Varga, Wolf, and Simpson. Student Trustee Straw advisory vote: Nay.

President Behrendt also reported that the next NWICCTA regional meeting will be held at Highland on April 13, that Earth Week will be held the week of April 17, that the NCA committees were beginning their work, that the LPN Class had a 100% pass rate on their 1999 exam, that Jean Cogdall, Professor of Electronics, has been selected the ICCTA Outstanding Faculty Member for Sauk Valley Community College, that Charles West had been selected to receive a 2000 Illinois CPA Society Outstanding Education Award, that Bonnie Hvarre had won the Paul Simon Student Essay Contest with Lisa Klomann second, that the Shared Values Committee continues their work on special projects scheduled for the balance of the year, that the College had an on-line articulation agreement signing with St. Leo University, and that the Sauk Valley Community College Foundation and Russell Construction were working on their final agreement.

Recommendation to Outsource Bookstore: It was moved by Member Jensen and seconded by Member Varga that the Board award a contract to Wallace's Inc. to manage the SVCC bookstore for an initial five-year term to begin July 1, 2000 with specific terms of the agreement to be mutually agreed upon by the College administration and Wallace's Inc., with input from the College attorney. In a roll call vote, the following was recorded: Ayes - Members Jensen, Thompson, Varga, Wolf and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

Meal Reimbursement Policy: It was moved by Member Jensen and seconded by Member Straw that the Board remove the \$50 limit for meals with receipts and present the revised Board Policy 510.01 Travel of College

Personnel for first and second readings at the next two Board meetings. In a roll call vote, the following was recorded: Ayes - Members Jensen, Thompson, Varga, Wolf and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

SCT Banner Maintenance Contract: It was moved by Member Wolf and seconded by Member Thompson that the Board approve a seven-year maintenance contract with SCT Banner at a projected savings of \$176,853. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Tennis Courts Bid Award: It was moved by Member Jensen and seconded by Member Straw that the Board accept the low bid of Sjostrom & Sons in the amount of \$189,000 (base bid plus alternate 2) for the tennis court resurfacing project with funds to be derived from the Protection, Health and Safety Fund. In a roll call vote, the following was recorded: Ayes - Members Jensen, Thompson, Varga, Wolf and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Straw advisory vote: aye.

Closed Session: At 8:20 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, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried.

Regular Session: The Board returned to regular session at 8:45 p.m.

Administrative Reappointments: It was moved by Member Wolf and seconded by Member Jensen that the Board reappoint the following administrators:

Walt Clevenger	Alan Pfeifer
Michael Seguin	Russ Damhoff
Curt Devan	Jim Frederick
Tom Gospodarczyk	Rose Johnson
Joan Kerber	Cindy Alfano
Ruth Bittner	Karen Castelein
Déborah Hecht	Linda Little
Cal Lyons	Paula Meyer
David Peterson	Linley White

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

Contractual Reappointments: It was moved by Member Jensen and seconded by Member Thompson that the Board reappoint Belinda Dalton, Linda Kim, and John Nelson as administrative contractual staff pending the continuation/renewal of their grants/contracts, and reappoint Larry Jackson and Terry Lyn Funston as contractual faculty pending satisfactory evaluation and supervisory recommendation, and contingent upon the continuation/renewal of their grants/contracts. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Administrative Resignation: It was moved by Member Wolf and seconded by Member Varga that the Board accept the resignation of Zollie Hall, Tech Prep Coordinator, effective March 31, 2000. In a roll call vote, the following was recorded: Ayes - Members Thompson, Varga, von Bergen Wessels, Wolf, and Simpson. Ayes with regret - Member Jensen. Motion carried. Student Trustee Straw advisory vote: aye.

Faculty Early Retirement Request: It was moved by Member Straw and seconded by Member Varga that the Board approve with regret the early retirement request from Robert D. Thomas, Professor and Coordinator of the Learning Resource Center, effective August 31, 2002. In a roll call vote, all voted aye. Motion carried. Student Trustee Straw advisory vote: aye.

Board Room Chairs: In regard to the Board Room chairs, it was moved by Member Wolf and seconded by Member Thompson that the Board approve Option #6 (keep and use the current Board chairs but move them to T-1 and replace them with low back chairs when the T-1 project is completed.)

It was then moved by Member von Bergen Wessels and seconded by Member Straw that the Board amend the above motion and at the next meeting, push the high-back chairs up against the wall and use the low-back straight chairs. In a roll call vote, the following was recorded: Ayes - Members Thompson, von Bergen Wessels, Wolf, and Simpson. Nays - Members Jensen and Varga. Motion carried. Student Trustee Straw advisory vote: aye.

Closed Session Minutes: It was moved by Member von Bergen Wessels and seconded by Member Thompson that the changes made to the closed session minutes of January 25, 1999 and July 26, 1999 be stricken. In a roll call vote, the following was recorded: Ayes - Members Thompson, Varga, von Bergen Wessels, Wolf and Simpson. Nays - Member Jensen. Motion carried. Student Trustee Straw advisory vote: aye.

Reports: Student Trustee Straw reported on Ethical Fitness Month activities, Soberfest Week and dance, 3 on 3 basketball tournament, Earth Week activities, the Prism Program, and the Phi Theta Kappa project involving 5th graders from local schools.

Dr. Jensen reported on the ICCTA Legislative Fly-In he attended with President Behrendt and Student Trustee Straw in Washington, D.C. and reminded the Trustees of the Northwest Regional ICCTA meeting to be held at Highland Community College on April 13.

ICCTA Representative Thompson reminded Board members to make their reservations for the ICCTA Annual Convention to be held in Decatur on June 15, 16 and 17.

Since Foundation Liaison Andersen was absent, President Behrendt reported that the Foundation would be holding an Orientation for new directors at 7 a.m. on Tuesday, March 28.

Adjournment: Since the scheduled business was completed, it was moved by Member Thompson and seconded by Member Jensen that the Board adjourn. The next regular meeting will be held on Monday, April 24, 2000 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 9:17 p.m.

For Board Meeting of
March 27, 2000

Agenda Item D-6

WORK FORCE COUNCILS

The attached Work Force Councils are submitted for Board approval.

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

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: March 21, 2000

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hecht 

SUBJECT: Workforce Councils

Attached are the updated Workforce Council lists. I recommend approval by the SVCC Board of Trustees.

JS

attachments

SAUK VALLEY COMMUNITY COLLEGE
HUMAN SERVICES
WORKFORCE COUNCIL 2000-2001

Bob Bartles	Kreider Services, Inc . 500 Anchor Road Dixon, IL 61021 Term Expires: 12/2001
Paula Drane	Director, SVCC Child Care Center Term Expires: 12/2001
Sandra Julifs	Director, Tri-County Opportunities Council 405 Emmons Avenue Rock Falls, IL 61071 Term Expires: 12/2001
Jean McKeough Mlsna	American Health Enterprises 501 West Sixth Street Lyndon, IL 61261 Term Expires: 12/2001
John L. Stern	Self Help Enterprises 2300 W. LeFevre Road Sterling, IL 61081 Term Expires: 12/2002
Connie Swanson	Director, Helping Hands Day Care 1813 Second Avenue Sterling, IL 61081 Term Expires: 12/2001
Judith Hill	Assistant Professor of Human Services SVCC Continuing Appointment
Michael Seguin	Dean of Arts, Social Science and P.E. SVCC Continuing Appointment

SAUK VALLEY COMMUNITY COLLEGE
CRIMINAL JUSTICE
WORKFORCE COUNCIL 2000-2001

Tim Bivens	Sheriff of Lee County 122 West Third Dixon, IL 61021 Term Expires: 12/ 2002
Rolfe Ehrmann	Attorney - Ehrmann, Gehlbach, Beckman, Badger and Lee 215 East First Street Dixon, IL 61021 Term Expires: 12/2002
Beto Perez	Chief Rock Falls Police Department 1107 West Fifth Street Rock Falls, IL 61071 Term Expires: 12/2001
Ronald Potthoff	Chief Sterling Police Department 212 Third Avenue Sterling, IL 61081 Term Expires: 12/2001
Roger Schipper	Sheriff of Whiteside County 400 North Cherry Morrison, IL 61270 Term Expires: 12/2001
Dennis Schumacher	Attorney - Dennis Schumacher Law Offices 111 East Hitt Street Mt. Morris, IL 61054 Term Expires: 12/2001
Gary L. Spencer	Whiteside County State's Attorney 200 East Knox Morrison, IL 61270 Term Expires: 12/2000
Harry Ulferts	Part-time Instructor, SVCC Palmyra Road Dixon, IL 61021 Continuing Appointment
Leon Hamlin	Assistant Professor of Criminal Justice SVCC Continuing Appointment

CRIMINAL JUSTICE

-2-

Michael Seguin Dean of Arts, Social Science and P.E.
SVCC
Continuing Appointment

Spring 2000

SAUK VALLEY COMMUNITY COLLEGE
ADN - LPN - CNA
WORKFORCE COUNCIL 2000-2001

Diana Durwood, R.N.	Whiteside Area Vocational Center 1608 Fourth Avenue Sterling, IL 61081 Term Expires: 12/2000
Beth Fiorini, R.N.	Director of Public Health Nursing Whiteside County Health Dept. 18925 Lincoln Road Morrison, IL 61270 Term Expires: 12/2001
Nancy Granberry, R.N.	Vice President of Nursing Services CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: 12/2002
Carol Gugerty, R.N.	Vice President of Patient Care Nursing KSB Hospital 403 East First Street Dixon, IL 61021 Term Expires: 12/2002
Sylvia E. Montavon	Administrator, Heritage Square 620 North Ottawa Dixon, IL 61021 Term Expires: 12/2000
Lana Pogliano, R.N.	Director of Nursing Prairie View Nursing Home Princeton, IL 61356 Term Expires: 12/2001
Betty Redmond, R.N.	Administrator, Greenfield 508 Park Avenue East Princeton, IL 61356 Term Expires: 12/2002
Judy Repass, R.N.	SVCC Graduate 805 Regan Road Rock Falls, IL 61071 Term Expires: 12/2000

ADN - LPN - CNA

-2-

Martha Smith, L.P.N. SVCC Graduate
404 Portland Avenue
Morrison, IL 61270
Term Expires: 12/2002

Spring 2000

**SAUK VALLEY COMMUNITY COLLEGE
RADIOLOGIC TECHNOLOGY
WORKFORCE COUNCIL 2000-2001**

Beverly Bromenschenkel, R.T.(R)	Chief Technologist Mendota Community Hospital Mendota, IL 61342 Term Expires: 12/2001
Margy Frey, R.T.	Chief Technologist Illinois Valley Community Hospital 925 West Street Peru, IL 61354 Term Expires: 12/2001
Lisa Hatten, R.T.(R)	Perry Memorial Hospital Princeton, IL 61356 Term Expires: 12/2001
Richard Kerley, R.T.(R)	Administrative Technologist CGH Medical Center 100 East LeFevre Sterling, IL 61081 Term Expires: 12/2000
Ed McKenney, R.T.(R)	St. Margaret's Hospital 600 East First Street Spring Valley, IL 61342 Term Expires: 12/2000
Danell Mertes, R.T.(R)	St. Mary's Hospital 111 East Spring Street Streator, IL 61364 Term Expires: 12/2000
Dorothy Peare, R.T.(R)	Community Hospital of Ottawa 1100 East Norris Drive Ottawa, IL 61350 Term Expires: 12/2000
Ben Wilson, R.T.	Chief Technologist Perry Memorial Hospital Princeton, IL 61356 Term Expires: 12/2001

**SAUK VALLEY COMMUNITY COLLEGE
CLINICAL LABORATORY SCIENCE
WORKFORCE COUNCIL 2000-2001**

Bill Brady Clinical Laboratory Director
Medical Arts Clinic
102 South Hennepin
Dixon, IL 61021
Term Expires: 12/2001

Frank Cahill Medical Biology Instructor
Dixon High School
Dixon, IL 61021
Term Expires: 12/2000

Dr. Thomas Haas, D.O. KSB Hospital
403 South First Street
Dixon, IL 61021
Continuous Appointment

Pam Payne Medical Arts Clinic
102 South Hennepin
Dixon, IL 61021
Term Expires: 12/2001

Louise Schafer, M.T. Medical Technologist
KSB Hospital
403 South First Street
Dixon, IL 61021
Term Expires: 12/2001

Dick Schultz Lab Director
Sterling-Rock Falls Clinic
101 East Miller Road
Sterling, IL 61081
Term Expires: 12/2000

Spring 2000

**SAUK VALLEY COMMUNITY COLLEGE
BUSINESS MANAGEMENT/
OFFICE AND ADMINISTRATIVE SERVICES
WORKFORCE COUNCIL 2000-2001**

Sharon Boyles, CPA	Lindgren, Callihan, Van Osdol and Company 403 East Third Street Sterling, IL 61081
Janis C. Card, CPA	Janis C. Card, CPA P.O. Box 193 501 East 4th Street Sterling, IL 61081
Karin Hermann Floto	Illinois Department of Corrections 2600 North Brinton Avenue Dixon, IL 61021
Mary Ann Hurd	Whiteside Area Vocational Center 1608 Fifth Avenue Sterling, IL 61081
Rebecca S. Schmidt	Secretary, Sauk Valley Community College

**BUSINESS AND TECHNOLOGY
COMPUTER INFORMATION SYSTEMS
WORKFORCE COUNCILS 2000-2001**

Kerry Tumelson	Raynor Manufacturing Company East River Road Dixon, IL 61021
Richard Linville	Sauk Valley Systems, Incorporated P.O. Box 1013 318 1st Avenue Sterling, IL 61081

**BUSINESS AND TECHNOLOGY
MANUFACTURING TECHNOLOGIES
WORKFORCE COUNCILS 2000-2001**

Kelly T. Babin	Stewart Beverages 1307 Fourth Street P.O. Box 759 Sterling, IL 61081
Paulette Beaudoin,	Northwestern Steel and Wire Company 121 Wallace Street Sterling, IL 61081
Mike Choiniere	Mike's Electric Box 75 Walnut, IL 61376
Chris Davis	Motorola Dixon/Ottawa Service Center 716 North Galena Avenue Dixon, IL 61021
Don Ebenezer	Wahl Clipper Corporation 2900 North Locust Sterling, IL 61081
Foster Fike	Reliant Fasteners 201 East 2nd Street Rock Falls, IL 61071
Ruben Moreno	Northwestern Steel & Wire Company 121 Wallace Street Sterling, IL 61081
Tom Rich	Borg Warner Corporation 1700 Franklin Grove Road Dixon, IL 61021
Kevin Schlueter	General Electric Industrial Systems 709 West Wall Street Morrison, IL 61270

For Board Meeting of
March 27, 2000

Agenda Item D-7

**BOARD POLICY GENDER REFERENCE CHANGES
(SECOND READING)**

We have reviewed the gender references in the Board Policy Manual, and the following policies are recommended for change to make them gender neutral

Board Policy 109.01	Duties and Responsibilities of the Board of Trustees
Board Policy 305.01	Purchasing Policy
Board Policy 506.01	Institutional Membership in Organizations
Board Policy 510.01	Travel of College Personnel
Board Policy 616.01	Code of Student Conduct and Disciplinary Procedures For Sauk Valley Community College
Board Policy 618.01	Student Conduct Review Board

RECOMMENDATION: Board approval (for second reading) to revise the policies listed above to make them gender neutral.

511.01 Use of College Facilities

A major responsibility of a comprehensive community college is to open its resources to the community it serves. The Board of Trustees may grant permission for use of College premises to recognized public and/or private citizen's organizations, provided the purpose of such renders a distinct educational and/or cultural value for the community. However, the education, co-curricular and community service programs of the College will normally take precedence over outside activities.

The Board of Trustees may deny the use of College facilities to any persons or groups whose policy or practice is considered by the Board to be detrimental to the best interests of the College.

The rules and regulations for the use of building and grounds is fully described in the following **Facilities Utilization Policy**.

2/12/79

1/24/83

11/25/96

SCHEDULE OF RATES*

<u>AREA</u>	<u>COMMERCIAL</u>	<u>NON-COMMERCIAL</u>
Gymnasium	\$500	\$200
West Mall	350	150
Cafeteria	200	100
Little Theater	150	50
East Mall	140	50
Private Dining Room	100	40
Classrooms	75	25
Athletic Fields	N/A	25/game
Tennis Courts	N/A	1 court
Track	500	100
Cross Country Course	N/A	25/meet or practice
Parking Lots	500	200
Riverfront	400	50
Lawn	300	50

*These are basic rates designed to include INDIRECT costs such as the use of rest- rooms, wear and tear on facilities, and routine maintenance. All DIRECT costs (as described on p. 515) associated with the activity are extra. The College reserves the right to charge commercial activities more than the rental rates established above by structuring a profit-sharing agreement between the College and the sponsoring organization.

POLICY GUIDELINES

The Director of College Relations is delegated the authority to determine the priority classification and commercial aspect of a particular event and the need for insurance.

The Director of Buildings and Grounds is responsible for providing personnel and a security force to successfully supervise the event.

Groups using SVCC facilities must abide by the requirements of the laws of the State of Illinois, as well as the Building Regulations of Sauk Valley Community College. Specifically, the use of tobacco, alcoholic beverages or controlled substances is prohibited on College property, in College facilities, or vehicles. Any group using College facilities or College vehicles must be under the supervision of an adult at least 21 years of age.

IMPLEMENTATION PROCEDURES

Community Groups Outside organizations wanting to use College facilities may contact the Information Center to initiate the room reservation process. All outside groups (whether they are assessed a fee or not) are expected to complete the College form entitled "Agreement Granting Use of College Facilities". (Agreement is attached.)

Student Groups The following steps must be carried out before any student activity, including assembly, demonstration, or rally, may occur on the Sauk Valley Community College campus.

- Any student or group of students desiring to hold an activity must contact the President or the Secretary of the Student Government.
- A form (in duplicate) requesting the time, date, desired location, and purpose of the activity must be completed and submitted to the Office of the Student Government at least seven administrative work days prior to the activity.
- The Student Government may then approve or disapprove any request within four days after receiving the request, after consultation with the Coordinator of Student Activities who is responsible for the approval and coordinating of the Activity Calendar.

- In the event the request for an activity is disapproved, the group has the right to appeal the decision to the Vice President of Student Services.
- In the event an activity is held without approval, the group will be subject to disciplinary procedures.

Faculty Group - Faculty groups wishing to use College facilities for meetings of an academic or professional nature may schedule college facilities rent-free by contacting the Information Center.

Co-Sponsorship - Co-sponsorship can occur through the cooperative efforts of a College office such as the Student Activities Office, a SVCC student or faculty group and at least one of the following:

- a. A non-Sauk Valley Community College student group;
- b. A commercial group;
- c. A civic or governmental organization; and/or
- d. A group from another educational institution.

Any Sauk Valley Community College party intending to become involved with co-sponsoring an activity must request in writing and receive written approval for their activity from the Director of College Relations. All non-college groups co-sponsoring an event must sign the college form entitled "Agreement Granting Use of College Facilities".

SUPPLEMENTAL REGULATIONS

Advance Reservations - The College will consider reserving space, for approved outside organizations, no earlier than thirty days before the planned event.

Use of Marquee - The outside marquee will be utilized only for College events and activities.

Assignment of Space - The assignment of all space, with the exception of instructional and office space, has been delegated to the Director of College Relations. The Instructional Deans, in consultation with the Instructional Vice President, will assign all instructional spaces.

The Deans are also responsible for room changes which can be affected only with their written approval. Office spaces will be assigned by the Vice President of Instructional Services.

Calendar of Special Events - All events which are not on the published College calendars must be scheduled in the Information Center, which maintains a calendar of special events. This calendar is issued before noon on Friday of every week when school is in session. If special custodial and engineering services or audio-visual equipment are needed, they should be requested when the event is scheduled. Request forms for space and special services must be completed at least one week prior to the event, but the events to be calendared should be cleared as soon as dates and times are firm. This is stressed so that no two major events shall be scheduled in the same facility at the same time.

Maintenance, Audio Visual, or Food Services - If maintenance, audio visual or food services are required for a calendared event, requests for these services should be included on the Room Reservation Request available at the Information Center. In the interest of coordination, so that services may be rendered most effectively, requests for services incidental to the normal program of the College shall be directed to the Director of Building and Grounds. Direct requests to the maintenance staff for services shall be avoided.

Traffic and Parking - Sauk Valley Community College is a commuter college designated to accommodate the use of private automobiles by the students, faculty, and employees. Therefore, it is incumbent upon each individual to make judicious use of campus drives and parking spaces. "Motor Vehicle Registration and Parking Regulations" have been approved by the Board of Trustees. Copies of these regulations may be obtained from the Business Office.

Key and Clearance - Appropriate keys are provided by the Director of Building and Grounds. Proper approval must be obtained from the Vice President of Administrative Services. Security of the buildings and equipment of the college are in part dependent on the careful handling of keys. Upon completion of employment each faculty or staff member is expected, prior to the receipt of his last paycheck, to obtain appropriate signatures on a clearance form

indicating that all keys, supplies, library books, audio-visual equipment, etc, have been returned.

Safety and Security - Safety and security are the responsibilities of the Vice President of Administrative Services in consultation with the Vice President of Student Services. However, each person within the College community has the obligation to report suspicious persons and occurrences to a responsible college authority.

Building Security - Building security is a matter of concern to all College personnel. In order to control the number of personnel in the building after normal working hours, a check-in and check-out book is maintained in the north end of the dock area. On those occasions when no event is scheduled, all persons, with the exception of those persons on duty, must enter only through this entrance, sign the register noting time of entry, and reason for entry. On departure the individual will give only the time of departure. Each individual must be prepared to furnish at all times positive identification to properly constituted authorities. These security requirements are effective from 10:30 p.m. until 7:00 a.m. each weekday and from 12:30 p.m. Saturday until 7:00 a.m. on Monday when no events are scheduled, or at any other time that the buildings are officially closed.

Weather Alert - The office of the Vice President of Student Services will keep all personnel apprised of the status of weather warnings in the event of threatening weather.

Action to be Taken in Event of a Fire - All persons who are not actively engaged in fighting the fire shall file out of the building at the nearest exit. Personnel should not return to the building until all clear signal is given.

Smoking Policy - Smoking and the use of tobacco is not permitted in any Sauk Valley Community College buildings and vehicles.

Consumption of Food and Beverages - Food and beverages purchased in the dining and recreation rooms are to be consumed in those areas. Careless handling of food and beverages causes needless maintenance problems and increases the danger of vermin and damage to floors, furniture, and carpeting.

Civil Defense - Sauk Valley Community College is on the area civil defense tornado alert system and will be alerted of any tornado conditions that exist in a fifty mile radius. The basement of the building has been designated by the Director of Civil Defense of Lee County as the safest and best protection in case of an emergency evacuation situation. In the case of an alert, communication for evacuation will be given over the public address system and by word of mouth. All procedures will be under the direction of the Vice President of Student Services or the administrator-in-charge in conjunction with Security. Students and faculty will not be allowed to use their automobiles in leaving the area during an alert. When classes are not in session, evacuation procedures will be directed by the senior College official present.

Fire Regulations - Because of the isolated location of the College, all staff should be aware of the dangers of fire. A fire in the building should be sensed by the College fire alarm system. The system will automatically set off the klaxon horn on campus and alert the Dixon Rural Fire Station. If a fire is discovered before the alarm sounds, pull the nearest fire alarm box then call the operator (dial 0) and notify her of the location. The operator will announce the fire and its location over the public address system.

Emergencies and First Aid - In the event of an injury or emergency during the day, the switchboard operator should be notified and they in turn will notify Security and the Information Center in order to direct medical personnel to the location of the emergency. During the evening hours, the switchboard will notify Security and the administrator-in-charge. In all cases, follow the Emergency Procedures distributed by the Vice President of Student Services.

Lost and Found - The information Center maintains a lost and found service on the first floor. Articles which are found should be sent to the Information Center as soon as possible.

Telephone Service - Telephones are a vital part of the College operation. Their primary use is for College business. Their proper care is the responsibility of the staff. The College must be reimbursed for any personal toll calls. Public phones are placed strategically throughout the facility. Their use by students and the public is encouraged.

College Grounds - Certain parts of the College grounds may be utilized by College and non-college organizations or groups if the activity in no way interferes with the educational program of the College. Application for the use of those areas such as tennis courts, baseball field, etc., must be made to the Director of Athletics, who will notify the Director of College Relations concerning such approvals. Non-college groups are required to sign the "Agreement Granting Use of College Facilities" as adopted by the Board of Trustees before using College grounds. Attention is invited to previous sections of these regulations. All persons utilizing College grounds are required to obey college regulations. Failure to do so may subject the person to ejection from the premises or even prosecution by civil authorities.

Learning Resource Center - The Sauk Valley Community College Library and Audio Visual Services are combined into one unit referred to as the Learning Resource Center (LRC). The purpose of the LRC is to support the instructional aims of the College by providing materials and equipment for faculty and students. The LRC Conference Room (3K3) is available for meetings by contacting the Coordinator of the Learning Resource Center, but is not available at any time the Library is closed.

2/11/79

1/24/83

3/23/87

11/28/94

1/22/96 (Smoking)

11/25/96

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: March 16, 2000

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hecht 

RE: NCLEX-PN Examination

Attached is a copy of a memorandum from the Illinois Department of Professional Regulation notifying us that we had a 100% pass rate on the 1999 exam. We should be very proud of our nursing students and faculty.

JS



Illinois Department of Professional Regulation

Leonard A. Sherman
Director

George H. Ryan
Governor

MEMORANDUM

TO: Rosemary Johnson, Director
Practical Nursing Program
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021-9110

FROM: JACQUELINE C. WAGGONER *gaw*
NURSING ACT COORDINATOR

DATE: 17-Feb-00

RE: NATIONAL COUNCIL LICENSURE EXAMINATION
SUMMARY DATA

MAR 16 2000

Listed below are the national, state, and your program pass rates for candidates who have completed the 1999, NCLEX-PN examination. The data are based on candidates completing the licensure examination for the first time upon graduation from a nursing education program.

EXAMINATION DATE	CANDIDATE GROUP	NUMBER OF CANDIDATES	PASS RATE PERCENTAGE

January 1 -	National	37,371	86%
December 31	State	1,121	84%
1999	Program	15	100%

JCW:cwz

Respond to:

320 West Washington
3rd Floor
Springfield, Illinois 62786
217/785-0800
TDD 217/524-6735

<http://www.state.il.us/dpr>

James R. Thompson Center
100 West Randolph
Suite 9-300
Chicago, Illinois 60601
312/814-4500

Sauk Valley Community College
Health Careers Education
Memorandum

Agenda Item E-4

TO: Dr. Behrendt
FROM: Rosemary Johnson
DATE: March 15, 2000
SUBJECT: Attrition of nursing students

Here is the information that you requested about the attrition of nursing students. As you review the information please note the following:

1. The number of students admitted reflects the number of students who actually started the program. It does not reflect the number who were offered admission but were not able to attend.
2. The number of students promoted/graduated reflects the number of students who completed the nursing courses in two years. It does not reflect the students who returned nor the LPN advanced placement graduates.

ADN				
Year	#	# Admitted	Promoted/Graduated	Reason for
1995	38	20	12	<ul style="list-style-type: none">1- Financial problems/did not return semester1- D in NRS 133/returned/graduated 19981- Family problems1- W-professional issues/returned/graduated 19991- D in NRS 130/returned Fall 19961- D in NRS 237/Returned/Graduated 19971- D in NRS 235/Returned/Graduated 19981- withdrew/career
1996	35	20	13	<ul style="list-style-type: none">1- failed NRS 130 CPE (simulation)1- dropped 2 days before classes started/new baby1- D in NRS 133/second failure1- failed NRS 133 CPE (simulation)1- D in NRS 230 and 232/left program1- did not return second year/no notice1- NRS 230/did not like
1997	38	20	12	<ul style="list-style-type: none">1- D in NRS 1301- withdrew/poor attendance/incomplete assignments1- withdrew /death in family/family problems1- withdrew/did not like nursing1- withdrew/family problems1- D in NRS 130/returned/graduated LPN program 19991- Withdraw/failing NRS 1331- D in NRS 133
1998	28	20	12 (current seniors)	<ul style="list-style-type: none">1- Withdraw/personal reasons1- D in NRS 133/returned F1999 LPN program1- D in NRS 133/returned S 19991- Withdraw/changed major1- D in NRS 130/returned F 19991- D in NRS 130/returned F 19991- D in NRS 1301- moved out of state/transferred for 2nd
1999	30	20	14 (current freshman)	<ul style="list-style-type: none">1- changed major1- D in NRS 1301- never attended classes1- D in NRS 130/reapplied LPN program F 20001- left/personal problems/new baby/reapplied F 20001- withdrew/health

LPN				
Year	#	# Admitted	Graduated	Reason for
1995	N/a	20	17	1- D in NRS 108 2- D in NRS 1997
1996	N/a	19	11	1- Withdrawn/uncomfortable w patient care/returned F 1999 1- Withdrawn/changed careers 1- D in NRS 108 1- W/failing/career change 1- did not like nursing 1- D in HEA 101 1- Withdrawn/poor grades NRS 110/returned/graduated 1998 1- Withdrawn/moved
1997	17	16	10	1- Withdrawn/professional issues 1- D in HEA 101 & NRS 108 1- W/personal problems 1- D in HEA 101 2- D in NRS 109/110 CPE
1998	21	18	14	2- Withdrawn the week before classes 1- D in NRS 108 clinical safety 1- did not complete spring/family problems 1- D in BIO 108/returned S 2000 1- Withdrawn/unknown
1999	25	20	19 current class	1- Withdrawn/no reason

If you need more information, please contact me.



Sauk Valley
Community
College

COPY

Agenda Item E-5

VICE PRESIDENT OF INSTRUCTIONAL SERVICES

March 10, 2000

Ms. Kim Villanueva
Illinois Community College
Trustees Association
401 East Capitol, Suite 200
Springfield, IL 62701

Dear Ms. Villanueva:

Enclosed is Sauk Valley Community College's selection for the ICCTA Outstanding Faculty Member Award. Mr. Jean Cogdall, Professor of Electronics has been a member of our faculty since 1984 and has done a great job of reviving and maintaining an excellent electronics program. He is a fine educator and is very deserving of this fine award.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Hecht".

Deborah Hecht, Ph.D.
Vice President of Instructional Services

js

enclosure

cop Dr. Richard L. Behrendt

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

ICCTA OUTSTANDING FACULTY MEMBER

AWARD

Jean L. Cogdall

Professor Cogdall feels that every occupation is important. People are individuals and the educational process should reflect that individuality. Each student should have a goal to reach the highest skill level possible. Jean tries to help every student determine and reach his or her goals. Jean believes that if you let every student experience success, they will achieve their goals and feel the confidence necessary to attempt new challenges. Teaching students and encouraging them to become high achievers is not an easy task. However, Jean has excelled at SVCC in teaching students to learn and achieve. Jean believes that learning must be relevant and useful for students to comprehend and retain knowledge. Using this model, Jean uses practical classroom applications to facilitate learning.

Professor Cogdall communicates information to students in a variety of ways including; lectures, demonstrations, hands-on labs, and computer aided instruction. He involves students through activities such as electronics club and amateur radio club. Each student is challenged with the statement on his class syllabus, "Don't be a spectator, be a participant."

Professor Cogdall has developed new curriculum for the college. One class, Exploring Electronics, teaches students with no prior background or training in electronics about basic electronic theories and concepts. Many of these students enroll in the electronics program and find enjoyable lifetime occupations as a result. Many local high school counselors and science instructors take the course to acquaint themselves with the instructional value and occupational opportunities available in the electronics field.

Professor Cogdall spends many days visiting local schools on Career Days and regularly invites potential students to visit his class. He has coordinated an articulation program with the area vocational center and some of the high schools within the Sauk Valley Community College district. He developed and presented a College for Kids program involving students from 6th through 8th grades. Several of these students later attended Sauk Valley Community College and completed the electronics program. Professor Cogdall has developed a program that is still successful after fourteen years. It is a model program that has been adopted by other schools. Enrollments in the electronics classes have consistently been full with a waiting list each year

Professor Cogdall has been a member of the Illinois State Electronics Association, the Minnesota Technical Association and the National Technical Association. He has been asked to speak to several community organizations including College for Kids, amateur radio groups and local electronic clubs.

Professor Cogdall was presented with the Sauk Valley Community College Student Support Services Department award for being a caring, insightful and supportive instructor to his students.

Professor Cogdall keeps pace with innovations in the ever-changing area of Electronics by attending seminars, continuing education classes, and Vocational Instructor Practicum programs. He visits local industries to keep the program current and relevant.

Attachments

Agenda Item E-6

February 28, 2000

Charles C. West
Professor of Accounting
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Dear Professor West:

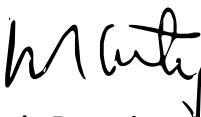
It is my pleasure, on behalf of the Society's Board of Directors and Outstanding Educator Award Task Force, to inform you that you have been selected to receive a 2000 Illinois CPA Society Outstanding Educator Award.

We would like to properly recognize your achievement at the Awards Banquet for new CPAs, scheduled for Monday, May 1 at the Sheraton Hotel & Towers in Chicago. We would like you and a guest to be our special guests for the evening. You will be receiving correspondence shortly from Marcie Outlaw from our Meeting Planning Department regarding this event. Christy Moch from our Public Relations Department will also be contacting you for information for press releases. Please advise her of any special publications you would like news releases sent to.

You will be receiving a plaque at the banquet. Some past winners have requested two plaques, one for their office and another for the hall of their business school or accounting department. Please give Karen Rosen a call at (312)993-0407 x227 or e-mail her at karen.rosen@cpaillinois.org and let her know whether you'd like one or two plaques made. Also, please let Karen know how you would like your name listed on the plaque.

Congratulations on receiving this honor. It is well deserved and the Society is extremely proud to present it to you.

Sincerely,


Martin Rosenberg
President & CEO

cc: Karen Rosen
Christy Moch
Marcie Outlaw

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: March 10, 2000

TO: Dr. Richard Behrendt

FROM: Deborah Hecht 

SUBJECT: Paul Simon Student Essay Contest Winners

Attached are copies of the winning essays for the ICCTA contest. First place was won by Bonnie Hvarre and second place went to Lisa Klomann. Bonnie will receive a scholarship for six credits and Lisa will receive a scholarship for three credits at SVCC. The essays were judged by Ross Dill and Deb Okey. I will be forwarding Bonnie's essay to ICCTA for entry in the statewide essay contest.

js

attachments

How My Community College Has Changed My Life

When I was a little girl, nobody told me that I could be anything I wanted, so I chose the occupation of the times for females--Motherhood. I was expected to raise sons to go to college and daughters to make more sons. Unfortunately, I swallowed the whole story...until two years ago.

While I was being the person I was expected to be, I longed for college. The thought of learning new things, of filling my head with fresh, new concepts, kept me alive inside. When the times began to ripen for "my kind" to seek higher education, I was the shimmering essence of complacent joy with four sons, a daughter and a husband. Who could want more? I did.

I made the decision to wade into the dark, murky waters of advanced learning in the late summer of 1998 and went to Sauk Valley to talk to the "powers that be." Not only were the counselors friendly and helpful but they also saw a glimmer of light in me. I enrolled for full-time, sought financial aid, and went home to await the first day of my dream.

I am in my fourth semester now and I am a person I never thought I could be--anything I want. I am doing well in my quest for a degree in computers, I hold my own in the atmosphere, and I breathe evenly as I enter classrooms. I credit it all to a strong

desire to better myself, and the great teachers and staff at Sauk Valley Community College. I have been the leading lady in the drama departments stage production of "Death of a Salesman," exposed my quirky inner self in speech classes, worked, cried, and achieved Phi Theta Kappa greatness on the campus of my awakening.

While there is a lot to be said for four-year schools and universities, I would not have tried for them. I know I can go there if I want to, if I strive to go that high. I have a ways to go here, but at this stage of the game I am enjoying a wonderful campus life with friends and neighbors around me. I *can* be anything I want, I am a woman of wonder who stepped through the looking glass to follow my dream.

When I was a girl women didn't do certain things. They didn't become doctors, lawyers, architects, or politicians. Many women never went to college. Looking back, I realize that I was born into a culture that pigeonholed me the day I was born.

I made the decision to go to college at thirty-eight out of a desperate need to do something I wanted to do. I was so tired of doing things for everyone else. I needed to do something just for myself. I needed to make *me* happy. I thought I was the only woman who felt this way. My idea of what college was all about dated back to 1976! I was in for an experience that would completely change me.

In the beginning I enrolled in one class. I was afraid of failure. My self-confidence was non-existent at this point. I worked hard in that class and received an A. This small step began the process of my re-invention. As class followed class my confidence and self-esteem grew. I didn't feel out of place in college any longer. I saw a lot of other non-traditional students like myself. I talked to many women who felt the same way I did. I can't express the relief I felt finding out I wasn't alone. My eyes were opened for the first time.

Sauk Valley College has many instructors and administrators who have encouraged, inspired, and praised me in my journey. This is as important to me as the education I'm receiving. To achieve success the soul must be fed as well as the mind.

When I entered college my goal was an A.A.S. degree. As I progressed my goals have changed. I want to go on to a Bachelor's and possibly even a Master's degree. Only a few short years ago I thought this impossible.

College is so much more to me than obtaining a degree. I was educated to the fact that it was not only normal for an older woman to enter college but it was typical,

even expected. My college builds self-confidence, strength, and cultivates a “can-do” attitude in their students.

The things I’ve learned go way beyond books and lectures. I’ve learned that all things are possible for me. I can thank all the staff at Sauk Valley Community College for helping me to not only obtain a degree but to obtain a *life*.

With my new outlook on life I have the confidence necessary to make everything fall into place for me. I have shed my old “chains”.

SAUK VALLEY COMMUNITY COLLEGE
VICE PRESIDENT OF STUDENT SERVICES
MEMORANDUM

TO: Richard Behrendt

FROM: Joan E. Kerber *JK*

DATE: March 9, 2000

SUBJECT: Shared Values Grant Update

Respect, Responsibility, Fairness, Integrity, and Caring

As you are aware, Sauk Valley Community College was the recipient of \$12,500 in Shared Values grant money from ICCB this year. This was one of the largest awards given to any individual College within the State. The committee, which consist of administrators, faculty, support staff, and students, have been working towards special projects throughout the year in accordance with the grant as it was submitted. The following is an update of our progress:

HISTORICAL PROJECT: Project Leader - Karen Pinter

An historical account of the College will be written down specifically for the purpose of documenting the values upon which this College was founded. As we prepare for the next thirty years, it was the consensus of the committee that the first thirty years needed to be recorded. Duane Paulsen, a retired SVCC faculty member, has agreed to spearhead this aspect of the project.

SUPPORT STAFF RETREAT: Project Leader – Sarah Partington

On March 31, 2000, all support staff will have the opportunity to participate in an off-campus retreat conducted by Dr. William Boyle, Director of the Accelerated Bachelor's Program at National Louis University. The topics of the day will include team leadership, values in the workplace, caring service, and conflict resolution. It is a day that the committee hopes will be fun and productive for the support staff who do so very much for the College on a daily basis.

ETHICAL FITNESS MONTH: Project Leaders – Lesley Frederick and Student Ambassadors

The month of April is going to be devoted to Ethical Fitness. Many activities which directly relate to the five shared values are being planned. A coffee house discussion will be held every Wednesday at noon in which ethical dilemma discussions will be led by various faculty members. Other College activities include: Diversity Workshop, PRISM Program (drunk driving/responsible use of alcohol), One World Film Series, Soberfest Week and Student Government Elections. Earth Week Activities such as planting trees on campus, nature trail walks, and installation of birdhouses will be taking place in conjunction with this month.

VISIBLE EVIDENCE OF VALUES: Project Leader – Cal Lyons

Signage is being purchased which will depict our Shared Values and it will be mounted in strategic places within the College. Areas that have been discussed are the Founders Room, the East and West Entrances, and the Board Room. Computer mouse pads have been designed and are being purchased for every computer station within the College and also will be given to students who participate in Ethical Fitness Month activities.

CENTER OF ACADEMIC INTEGRITY –Project Team – Kris Murray, Karen Pinter, and Kevin Megill

One-year membership was secured in this nationally known Center that has a long history of providing resources in effective practices and pedagogies. All members of the College will have access to its newsletters, Website and academic practices.

RELATED CONFERENCES

Several related conferences have been funded for various college members. The Teaching Learning Conference was attended by three faculty and one administrator. The Leadership and Core Values conference was attended by two support staff, two students and one administrator. NISOD International Conference on Teaching and Leadership Excellence will be attended by two faculty members. I-LEAD (Institute for Leadership Education and Development) will be attended by two student leaders.

COMMITTEE MEMBERS:

Faculty: Doris Cox, Ann Daly, Kevin Megill, Kris Murray, Karen Pinter, Kay Turk

Administrators: Deborah Hecht, Joan Kerber, Linda Little, Cal Lyons

Support Staff: Sarah Partington, Patty Reighter, Leah Wardell

Students: Sean Bond, Lezley Helms

Assisted by: Lesley Frederick, Mary Crest, Nick Straw

The goal of the committee is to utilize the grant in such a way that the identified Shared Values become infused within the College. We believe that the above projects are accomplishing this aspiration.

Ethical Fitness Month Programs/Activities

Coffee House Discussion – April 5 – noon – 1:00

Ethical Issues in Health Care

Facilitated by Rosemary Johnson, Director of Health Career Education

Sponsored by the Student Ambassadors

Soberfest Week – April 10 – 14

3-on-3 Basketball Tournament – April 10 – 1:30 – 5:00

sponsored by Student Government

PRISM Program – Responsible use of alcohol – April 12 – 9 a.m. – 3 p.m.

Co-sponsored by Wellness Center and Student Government

Soberfest Dance – April 14 – 8 p.m. - midnight

Sponsored by Student Government

Coffee House Discussion – April 12 – noon – 1:00 p.m.

Ethical Issues in the “Information Age”

Facilitated by Kevin Megill, Assoc. Professor of CIS and Mary Lou Kidder, Assoc. Professor of CIS

Sponsored by the Student Ambassadors

Earth Week – April 17-20

Nature Trail Walks – April 17 - throughout the day

Master Gardner Presentation – April 17 – 7:00 p.m.

Earth Week Fair – April 18 – 11 a.m. – 1 p.m.

Adopt-a-highway – April 19 – 1 p.m. – 4 p.m.

Tree Planting/Nature Walks – April 20 – throughout the day

All programs sponsored by the Environmental Concerns Committee

Coffee House Discussion – April 19 – noon – 1 p.m.

Ethics in the Classroom

Facilitated by Karen Pinter, Professor of English and Kay Turk, LAC Coordinator

Sponsored by the Student Ambassadors

One World Film – Gay Youth – April 19 – 7:00 p.m.

Sponsored by the Office of Student Activities

Coffee House Discussion – April 26 – noon – 1:00 p.m.

Ethical Issues in Science

Facilitated by Brad Smith, Asst. Professor of Biology

Sponsored by the Student Ambassadors

Diversity and Alliance Building Workshop – April 28 – noon – 4:00 p.m.

Facilitated by Michael Nejman of William Rainey Harper College

Sponsored by the Student Ambassadors

SAUK VALLEY COMMUNITY COLLEGE

VICE PRESIDENT OF STUDENT SERVICES

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Dr. Joan E. Kerber

DATE: March 21, 2000
SUBJECT: Transfer GPA Comparisons

As always, I like to keep you informed of the progress of our transfer students. Once again, I am proud to announce that Sauk Valley Community College has demonstrated quality instruction through their transfer record. Below is the grade point average comparisons sent to us from Northern Illinois University for the Fall 1999 semester. It is clear that our students are competitive and doing well at the university.

Northern Illinois University
Transfer Student Summary Progress Report
Data for Students Entering Fall 1999

152	5213	1715	9500	16428
Transfers from Sauk Valley College	All Illinois Public Community Colleges	All Other Transfers	All Native Under- graduates	Total Under- graduates
Cum N.I.U. GPA Mean 2.91	Cum GPA Mean 2.81	Cum GPA Mean 2.90	Cum GPA Mean 2.74	Cum GPA Mean 2.77

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

kek/dd



TO: Richard Behrendt
Bob *J* *JK*
FROM: Ruth Bittner, Deborah Hecht, Joan Kerber

DATE: March 20, 2000

SUBJECT: Tuition deferred payment plan proposal

We recommend that Sauk adopt a tuition deferred payment plan option for students, starting with the Fall 2000 semester.

Community colleges tend to attract a number of students who find it difficult to pay for school in full before the semester starts. They might be unable to save enough money ahead of time as they juggle tuition payments with rent, a car loan, groceries, utilities, children's clothing, or other pressing needs. Or they might be first-generation college students who are unfamiliar with college policies and financial aid application deadlines.

Sauk accepts tuition payments via cash, check or credit card. Credit cards help a number of students manage their tuition cash flow needs, but they don't work for everybody. Some students are unable to obtain a sufficient credit limit to pay tuition, if they are able to obtain a credit card at all. Some prefer not to pay a credit card's high interest rate on carried-over balances. Surveys indicate that the average credit card balance among college students is \$2,226, and 24% of student credit card users carry balances over \$3,000. Sauk has an ethical obligation not to force students into a credit card debt dilemma.

Sauk currently deletes the enrollment of all students who have an unpaid balance at the start of a semester. Some of those students come back and re-register, but others do not. In this academic year, the 184 students who were purged and re-registered most likely did not start the semester with a positive impression of Sauk. The 268 students who were purged and did not return were simply lost – Sauk didn't gain their 2,197.5 credit hours and \$101,085 of tuition, and the students missed their chance for education. Therefore, 452 students could have benefited from a deferred payment plan.

Currently 35 out of 39 Illinois community colleges try to help students by offering the alternative of a deferred payment plan. Such plans carry a risk that some students won't pay their balances in full. However, detailed data from one school that offers a plan indicates that the collection losses are fully balanced by up-front participation fees, late payment fees, and the additional ICCB credit hour grant funds generated from increased

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

enrollment. Administration of a plan would not be a burden. Signups would be on a simple, half-page form that requests only the student's name and Social Security number; there would be no questions asked about credit worthiness, since all students would qualify as long as they had not paid late to Sauk in their next previous semester. Collection efforts would consist of mailing monthly reminder statements, enforcing penalties if payment is not made (i.e., block future enrollment, hold transcripts and grades), and finally sending accounts to a collection agency if necessary (fees would be paid by the students).

Proposed terms of a deferred payment plan are as follows:

1. \$10 fee.
2. Down payment of the higher of \$150 or 1/3 of the total balance before the semester starts.
3. The remaining balance must be paid by mid-term.
4. \$25 late payment fee if the mid-term deadline is missed, and use of the plan would be prohibited during the next semester in which the student enrolls.
5. If the balance remains unpaid, the College will hold the student's grades and transcripts and prevent further registration until full payment is received.
6. If the balance remains unpaid after mid-term of the following semester, the account will be sent to a collection agency with the student bearing responsibility for any additional collection fees.

We recommend to you that we begin this plan on at least a trial basis for this fall semester and will provide you with a report at the end of the fiscal year detailing the results so that we can decide if we want to continue offering this payment option.

Thank you.

Approved:
John
3/20/00

For Board Meeting of
March 27, 2000

Agenda Item F-1

RECOMMENDATION TO OUTSOURCE BOOKSTORE

The committee formed to investigate bookstore management contractors is recommending the College award the contract to Wallace's Inc. and the administration supports this recommendation.

RECOMMENDATION: Board approval to award a contract to Wallace's Inc. to manage the SVCC bookstore for an initial five-year term beginning July 1, 2000 with specific terms of the agreement to be mutually agreed upon by the College administration and Wallace's Inc., with input from the College attorney.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Richard Behrer.dt
FROM: Ruth Bittner *BB*
DATE: March 17, 2000
SUBJECT: Recommendation to Outsource Bookstore

In December we requested and received permission from the Board of Trustees to investigate outsourcing the management of Sauk's bookstore. Since then a representative committee has requested, received and reviewed proposals from four bookstore management contractors. The committee unanimously recommends that the College should award a contract to Wallace's Inc. to manage our bookstore. A summary of the financial terms of the proposals is attached.

The Selection Process

Nine Illinois community colleges currently outsource their bookstores. Two of those contract with local companies that operate stores for nearby universities. The rest use one of the four major national college bookstore contractors: Barnes and Noble, CBA, Follett, and Wallace's. We sent our Request for Proposals to those four companies.

Making the decision about whether or not a store should be outsourced and about which company should manage it is a subjective process. Financial considerations help narrow the choices, but factors such as management concerns, industry expertise, technological savvy, standard operating procedures, manager support structures, attitudes, and corporate philosophies are at least as important in the long run. Therefore, since the decision is not strictly an objective financial one, the College formed a bookstore review committee to help analyze proposals.

The following people volunteered to serve on the review committee:

Ruth Bittner – Administrative Services, Vice President
Jim Frederick – Buildings and Grounds, Director
Judy Anderson – LRC, Assistant Professor of Library Sciences
Judy Hill – Human Services, Instructor
Ann Apple – Business Office, Assistant Business Manager
Shirley Dewey – Bookstore, Clerk
Carmel Paulsen – Buildings and Grounds, Secretary

Rhonda Skinner – Business Office, Accounting Assistant
Deb Stiefel – Financial Aid, Office Manager
Stephanie Goodale – Student
Nick Straw – Student

The members had a chance to offer suggestions for the Request for Proposals before it was sent out, and then they were kept informed about company contacts with the College during the proposal preparation period. After all four proposals had arrived, they were publicly opened and distributed to the committee members for review. The committee met on March 9 to discuss them. (One member was unable to participate due to a family emergency.)

The Choice

To start the meeting each committee member announced his or her ranking of the four companies. The vote was unanimous for Wallace's, as follows:

Company Name	#1	#2	#3	#4
Barnes & Noble			3	7
College Bookstores of America (CBA)		5	2	3
Follett		5	5	
Wallace's	10			

To make sure we felt totally comfortable with the choice, we discussed our impressions of each company. Three factors emerged as the most important in setting Wallace's apart from the other firms:

1. They made the best financial offer.
2. We were most impressed with their "FlexSmart" store design concept.
3. They seem to offer the strongest gains for faculty.

None of the companies submitted poor proposals; any of them would do a fine job of managing Sauk's store. They each offer similar components in a store management plan and successfully operate many stores around the country. However, the committee unanimously agreed that Wallace's did the best job of communicating their desire to run our store and of describing operating philosophies with the most appeal for us.

References

The committee then listed questions to ask Wallace's representative and their references to help clarify their proposal. Because of the clearly unanimous feeling that Wallace's was the best choice for Sauk, we decided not to invite companies to give on-campus presentations, or to have committee members visit college stores. Instead, we decided simply to call Wallace's and the Illinois community colleges at which they operate stores to flesh out and verify information. Results of the calls were communicated to committee members. Since no "red flags" emerged from the calls, we did not need another meeting.

I spoke with Scott Engel, Director of Auxiliary Enterprises at College of Dupage; Tom Schmidt, Vice President of Business Affairs at Carl Sandburg College; and Bill McGee, Vice President for Business and Finance at Marian College in Wisconsin (suggested by Wallace's as a reference for their relatively new store design concept). Wallace's has been at Dupage for fifteen years, Sandburg for three years, and Marian for one year.

Their comments were very consistent with each other and also with my own experience of working with a contractor. Each reference stressed the importance of having a good store manager. They said that there are positive and negative experience cycles with the store, just as there would be with any of the other companies or with a self-operated store.

Each school has experienced occasional problems with getting enough books on the shelves for all classes before the term starts, which is a problem Sauk has experienced as well. Those problems naturally lead to complaints from faculty and students, but improving communications and, sometimes, asking the company to replace the manager usually resolve the situation. At Dupage, because the contract has not undergone a competitive, comprehensive review since the relationship began fifteen years ago and because of some lingering faculty dissatisfaction, the school plans to open up the arrangement for a new Request for Proposal process this year. However, Mr. Engel has no hesitation about recommending that they retain Wallace's.

Sandburg and Marian both reported that Wallace's introduced an upscale, improved, and expanded variety of soft goods (non-textbooks) that helped sales exceed projections very quickly. They are impressed with the high quality and competitive pricing of the merchandise and with the way their stores are now more in tune with current retail styles. Marian experienced a significant increase in the percent of used textbooks available, which helps hold down costs for students.

At Sandburg Wallace's has not yet done significant remodeling, since the College plans to build new space for the store as part of a project that will most likely receive ICCB funding next year. They have brought in new operating technology that has benefited the College's financial aid process, and the transfer of ownership has relieved the paperwork burden on their business office staff and turned inventory into cash. At Marian, Wallace's spent a month operating the store from a temporary space while they remodeled, and the school is very happy with the resulting design. The school had sought an attractive store with attractive merchandise that would lure students back in after the textbook rush, and they say Wallace's has executed that plan very well.

Mr. Schmidt at Sandburg is very familiar with bookstore operations, since for a short time he managed the Dupage store. He described some of the typical problems that emerge from a store and said that Wallace's has handled them in a reasonable way. He pointed out that all of the companies are good and can do a good job, and they also all can trip up and have rough times. He has never had a total lack of complaints, but that was also true before outsourcing. Mr. Engel said he receives less than five complaints about the store each academic term, for a store that is eight times larger than Sauk's. In

my experience that indicates an outstanding level of service. Mr. Schmidt repeated the emphasis on the importance of College vigilance in monitoring the manager.

All three colleges are very happy with Wallace's and would like to continue with them.

Outsourced vs. Self-Managed

In December we presented to the Board reasons why the College could attain benefits from outsourcing the store. In their meeting, committee members brought up several potential gains that especially impressed them:

1. The contractor would offer special promotions.
2. Any management hassles would become the contractor's responsibility.
3. The contractors offer quality training opportunities for their employees.
4. The contractors have better access to supplies of used books.

Financially, Wallace's has offered a guaranteed minimum annual commission of \$75,000 (which approximates the profit we usually earn operating the store on our own), plus a percent of sales if sales exceed projections. The gain for the College is that the \$75,000 is guaranteed and earned with no overhead costs or special effort on our part, while earning a profit on our own is not guaranteed and requires extra effort. Wallace's will invest up to \$100,000 in remodeling the store and will complete the project this summer within a two or three week period. The funding, the quick work schedule, and Wallace's design expertise can't be matched by Sauk on its own. In addition, Wallace's will purchase the inventory on hand at June 30, which will convert that physical asset into cash that can either earn interest or be used elsewhere (approximately \$200,000 to \$250,000).

The financial benefits, the factors mentioned by the committee, and the other factors described in the December memo all lead the committee to recommend that Sauk should outsource management of the bookstore, with Wallace's as the contractor.

Recommendation

It is recommended that the Board of Trustees award a contract to Wallace's Inc. to manage the Sauk Valley Community College bookstore for an initial five-year term beginning July 1, 2000. Specific terms of the agreement will be mutually agreed upon by the College administration and Wallace's, with input from College counsel.

Sauk Valley Community College
Summary of Financial Terms from Bookstore Management Proposals
March 1, 2000

1. Barnes & Noble

In business for 32 years, with more than 350 college stores.
Guaranteed commission of \$50,000 per year, or 5.5% up to \$1,000,000 sales and 7% over \$1,000,000.
Would invest up to \$92,000 in remodeling.
No planned donations.
Pricing at 25% margin.

2. CBA

In business for 16 years, with more than 90 college stores.
No guaranteed commission, but 7% up to \$1,000,000 sales and 8% over \$1,000,000 at 25% pricing. 3% and 4% with 20% pricing.
Would invest up to \$75,000 in remodeling.
No planned donations.
Pricing at either 25% or 20% margin, with adjustment in commission.

3. Follett

In business more than 60 years, with 623 college stores.
Guaranteed commission with no store expansion of \$65,000 in years 1 & 2, \$70,000 in years 3 & 4, \$75,000 in year 5; or 8.1% up to \$750,000 sales, 8.6% up to \$1,000,000 and 9.1% over \$1,000,000. With expansion, guaranteed commission of \$60,000 each year; or 7.1% up to \$750,000, 7.6% up to \$1,000,000 and 8.1% over \$1,000,000.
Would invest up to \$135,000 in remodeling with no expansion, or \$200,000 with expansion.
Expected donation to SVCC Foundation of \$1,000 textbook scholarships annually.
Pricing at 25% margin.

4. Wallace's

In business for 39 years, with more than 80 college stores.
Guaranteed commission of \$75,000, or 9% of sales up to \$1,000,000 and 10% over \$1,000,000.
Would invest up to \$100,000 in remodeling.
Expected donation to SVCC Foundation of \$2,000 textbook scholarships annually.
Pricing at 25% margin.

For Board Meeting of
March 27, 2000

Agenda Item F-2

MEAL REIMBURSEMENT POLICY

As the Board directed, we have reviewed our per diem reimbursement policy for meals during College travel and the report is attached.

RECOMMENDATION: Board approval to reflect no change in our per diem reimbursement, but removal of the \$50 limit with receipts. (This would require a first and second reading of Board Policy 510.01 Travel of College Personnel at the next two Board meetings.)



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Richard Behrer.dt
FROM: Ruth Bittner *RB*
DATE: March 15, 2000
SUBJECT: Meal reimbursement policy

During the monthly policy review at its February 28 meeting, the Board of Trustees asked if we could review our per diem rates for meal reimbursement.

Board Policy 510.01 *Travel of College Personnel* states the following:

... Meals are subject to reimbursement up to \$25.00 per day including tips (\$5.00 for breakfast, \$7.00 for lunch and \$13.00 for dinner). For a full day trip, expenses over \$25 will be reimbursed upon the submission of receipts for all meals, with a total daily maximum of \$50. If the trip is less than a full day, reimbursement over the meal allowance will be paid with submitted receipts not to exceed \$50. ...

In other words, a traveler can receive a per diem of \$25 without receipts, or actual cost up to \$50 with receipts.

The average per diem for those Illinois community colleges that use one is approximately \$32. About half of the colleges pay actual cost with receipts. The attached survey (data gathered by another institution) shows that the schools employ a variety of reimbursement techniques.

I would prefer not to make a change in Sauk's per diem rate. The \$25 probably is a bit low compared to the actual cost of meals when traveling, but that low per diem should encourage people to save their receipts and get reimbursed for actual cost. As a fiscal officer, I prefer to have the receipts as documentation that the traveler really did incur the claimed expenses. Just paying a per diem without receipts leaves an opening for people to find low cost meals, claim the per diem, and pocket the "profit" at the expense of our budget. Sometimes it can be difficult to obtain receipts (for example, if the meal is on a shared ticket with other people), or a traveler might forget to save receipts; in such cases a per diem is useful. Otherwise, from a fiscal responsibility point of view I prefer to pay reimbursement for actual documented costs.

If the Board believes the \$50 per day limit is too low, I would support either raising it or eliminating it. A person who attends a meeting in some large cities could easily end up spending more than \$50 a day for meals, and it doesn't seem fair to penalize them for the high cost of living in the conference city. If they turn in receipts and their supervisor believes the cost is reasonable, we should pay their actual cost.

In conclusion, I believe we should not change our per diem rates. Instead, we should continue our current practice of reimbursing actual costs with receipts or the per diem without. In addition, I recommend eliminating the upper limit of \$50 per day, as long as the traveler turns in receipts and the supervisor signs off on the reimbursement request.

Thank you.

Illinois Community College Survey
Meal Reimbursement for College Authorized Travel

College	Breakfast	Lunch	Dinner	Total	Notes	Receipts
Black Hawk College	per diem	per diem	per diem		IRS defined per diem	
Danville Area Community College	reasonable actual cost	reasonable actual cost	reasonable actual cost	\$30.00	lowest IRS per diem limit	Original receipts
College of DuPage						Over \$30 with receipts & approval
Elgin Community College	\$5.00	\$7.00	\$18.00	\$30.00		
Illinois Valley Community College	actual cost	actual cost	actual cost	\$35.00	suggested limit is \$35	
Heartland Community College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts over \$10
Highland Community College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts
ICCB	\$5.50 within Illinois	\$5.50 within Illinois	\$17.00 within Illinois	\$28.00	overnight travel as follows:	no receipts necessary
ICCB	\$6.50 outside Illinois	\$6.50 outside Illinois	\$19.00 outside Illinois	\$32.00	(12 a.m. - 6 a.m.) (6 a.m. - 12 (12 - 12 = \$7 6 hours or \$8 if	
Illinois Central College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts over \$10
Illinois Eastern Community College	\$5.00	\$6.00	\$17.00	\$28.00		
William Rainey Harper College				\$34-\$42	IRS guidelines per diem without receipts	Actual expense with original receipts
Joliet Junior College	\$6.00	\$8.00	\$12.00	\$26.00		
Kaskaskia	reasonable actual cost	none*	reasonable actual cost		*lunch only on holidays/weekends	Original receipts
Kishwaukee	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts
College of Lake County	\$6.00	\$10.00	\$20.00	\$36.00	Per diem without receipts	Actual expense with original receipts
Lake Land College				\$15.00	or actual for in-district	
Lake Land College				\$40.00	overnight travel (local area)	
Lake Land College				\$50.00	overnight travel (out of area/state)	
Oakton Community College	\$5.00	\$7.00	\$18.00	\$30.00		no receipts necessary
Parkland College	1/6 of per diem	1/3 of per diem	1/2 of per diem	\$30-\$42	IRS defined per diem	
Prairie State College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts
Rend Lake College	per diem	per diem	per diem		IRS defined per diem for overnight	No reimbursement for same-day travel
Richland Community College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts
Rock Valley Community College	\$5.18	\$5.18	\$17.25	\$27.60		
Carl Sandburg Community College	reasonable actual cost	reasonable actual cost	reasonable actual cost			Original receipts
Sauk Valley Community College	\$5.00	\$7.00	\$13.00	\$25.00	\$50 with original receipts	Original receipts
Southeastern Illinois College	\$4.50	\$4.50	\$14.50	\$23.50		
Triton College				\$60.00	includes tips and taxes	Original receipts
Waubonsee Community College	actual cost	actual cost	actual cost			
John Wood Community College	actual cost	actual cost	actual cost			

Summary: of the 28 colleges responding, 17 pay reasonable actual cost with receipts; 11 pay a per diem rate without receipts.

The average per diem (based on 17 colleges) is \$32.19 per day.

Shaded lines are in Sauk's ICCB peer group. Bolded lines are other neighboring institutions.

For Board Meeting of
March 27, 2000

Agenda Item F-3

SCT BANNER MAINTENANCE CONTRACT

The administration is recommending the College sign a seven-year maintenance contract with SCT Banner, the company that provides our administrative software package. The attached report outlines the total savings that could be realized by going to a seven-year maintenance contract.

RECOMMENDATION: **Board approval for the College to sign a seven-year maintenance contract with SCT Banner.**



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Richard Behrendt
FROM: Ruth Bittner *fb*
DATE: March 20, 2000
SUBJECT: Annual Maintenance Contract for SCT Banner

A part of operating any college administrative software package is the need to pay the vendor an annual maintenance fee. In exchange for the fee we receive technical updates, new revisions of the software, and assistance in its use. Sauk's current annual rate with SCT for the Banner package is about \$65,000.

SCT offers discounted maintenance rates (payable annually) if a college locks in a long-term contract. They offer one-year, three-year, five-year and seven-year options. Significant savings can be achieved with the multiple-year contracts. For example, agreeing to seven years instead of one results in projected total savings over the seven years of \$176,853.

The risk of going with a long-term contract is that it commits us to pay the fee each year, whether we're still using Banner or not. So, the decision must be based on whether or not we believe we'll still be using Banner seven years from now. I believe that is a very strong probability and, therefore, recommend that we sign a seven-year contract.

Installing a new administrative package is not a quick or easy process. Sauk purchased Banner in September 1995, and the first module (Accounts Receivable) went on-line in July 1996. Implementation was essentially completed in January 1999 when the Payroll module went live. There are more pieces of the system that we could still activate to further enhance its value, so even now implementation is not 100% finished. But, we can see that it took about three-and-a-half years to fully replace the previous systems. So, even if we were to decide today that we wanted to drop Banner and could sign an agreement with another company immediately, we would still need to use Banner for at least three years. Therefore, a three-year maintenance contract is an extremely safe minimum commitment.

There are two other major alternative software packages on the market, Datatel Colleague and PeopleSoft. They are both excellent packages, but neither of them at this time offers significant benefits over Banner. SCT does a very good job of keeping Banner on the cutting edge of technology and current with college administrative needs, and it is a solid

company. Therefore, I don't foresee it losing so much ground in the next few years that we would feel driven to make a change.

Since we have no need or desire to drop Banner now, a three-year contract carries essentially no risk. In addition, I find it very highly unlikely that we would want to undertake a change two years from now, so even a five-year contract is also low risk. Our feelings four years from now might be different, but even then, given the magnitude of the effort and cost involved with a change and the strength of the Banner product, I believe that a seven-year contract is also a most reasonable timeframe.

Walt Clevenger has prepared an analysis of annual maintenance fees that calculates total savings, using a three-year term as a base. Signing for five years rather than three saves \$67,363, and using seven years rather than three saves \$131,561.

I concur with Walt's recommendation that we sign a seven-year maintenance contract with SCT.

SAUK VALLEY COMMUNITY COLLEGE

OFFICE OF INFORMATION AND INSTRUCTIONAL

TECHNOLOGY

To: Dr. Deborah Hecht
From: Walt Clevenger 
Date: March 14, 2000
Subject: Seven-year Contract with SCT

Presently, the College is on an annual maintenance contract with SCT. I recommend that the College enter into a seven-year contract for support of the SCT Banner product.

I have attached a table which shows the College's various maintenance costs from FY 2000 to FY 2007. As you can see there is a substantial savings to the College in extending to a multiple-year commitment.

The only drawback is that it will lock the College into its current partnership with the SCT Corporation. However, given the nature of conversion and the amount of resources it takes, I would feel comfortable in recommending that the College commit to a seven-year contract.

If you have any questions, please contact me.

SCT Banner Agreement Comparison

	Current TCP Agreement 10% Annual Fee Limit	Three (3) Yr. Extension 8% Annual Fee Limit to 12/21/2003	Five (5) Yr. Extension 6% Annual Fee Limit to 12/21/2003	Seven (7) Yr. Extension 4% Annual Fee Limit to 12/21/2007	Three (3) to Five (5) Year Savings	Three (3) to Seven (7) Yr. Savings
Total 1/1/2000 to 12/31/2000	\$64,918	\$63,738	\$62,557	\$61,377	\$1,181	\$2,361
Total 1/1/2001 to 12/31/2001	\$71,410	\$68,837	\$66,311	\$63,832	\$2,526	\$5,005
Total 1/1/2002 to 12/31/2002	\$78,551	\$74,344	\$70,289	\$66,385	\$4,055	\$7,959
Total 1/1/2003 to 12/31/2003	\$86,406	\$80,291	\$74,507	\$69,041	\$5,784	\$11,250
Total 1/1/2004 to 12/31/2004	\$95,046	\$88,320	\$78,977	\$71,802	\$9,343	\$16,518
Total 1/1/2005 to 12/31/2005	\$104,551	\$97,152	\$83,716	\$74,675	\$13,436	\$22,477
Total 1/1/2006 to 12/31/2006	\$115,006	\$106,867	\$92,087	\$77,662	\$14,780	\$29,205
Total 1/1/2007 to 12/31/2007	\$126,507	\$117,554	\$101,296	\$80,768	\$16,258	\$36,786
Total					\$67,363	\$131,561

For Board Meeting of
March 27, 2000

Agenda Item F-4

TENNIS COURTS BID AWARD

The College received two bids for the resurfacing of the tennis courts. The administration is recommending the acceptance of the low bid of Sjostrom & Sons of Rockford, IL to be paid from existing Protection, Health and Safety Funds.

RECOMMENDATION: Board acceptance of the low bid of Sjostrom & Sons in the amount of \$189,000 (base bid plus alternate 2) for the tennis court resurfacing project with funds to be derived from the Protection, Health and Safety Fund.



TO: Dr. Richard Behrendt
FROM: Ruth Bittner *ccb*
DATE: March 23, 2000
SUBJECT: Tennis Courts Bid Award

At its October 1999 meeting, the Board approved the resurfacing of the tennis courts. The College received approval from ICCB for this project in the amount of \$240,046 (including contingency and engineer/architect fees), to be paid out of existing Protection, Health and Safety Funds.

After due advertisement, the College received two sealed bids for the tennis court resurfacing project. The bid opening information is below. The low bid of \$168,000 (base) plus \$21,000 (alternate #2) for a total of \$189,000 from Sjostrom & Sons (Rockford, IL) meets bid specifications. (Alternate 1 calls for just new mesh on the fencing; alternate 2 calls for new mesh plus new posts and gates. Since \$240,000 was the original amount budgeted, alternate 2 is well worth accepting.)

I recommend acceptance of the bid of \$189,000 from Sjostrom & Sons (Rockford, IL) for the tennis court resurfacing project, with funds to be derived from existing Protection, Health, and Safety Funds.

Bid Opening Date: March 23, 2000 Bid Opening Time: 1:00 p.m.

Present for Bid Opening: Ruth Bittner, Nancy Breed, Jim Frederick, Rich Siegler (Architect), and representative from U.S. Tennis Court Construction Company

<u>Name of Bidder</u>	<u>Base Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Sjostrom & Sons Rockford, IL	\$168,000	\$14,000	\$21,000
U.S. Tennis Court Construction Company Lockport, IL	229,000	14,000	22,000

For Board Meeting of
March 27, 2000

Agenda Item H-1

ADMINISTRATIVE REAPPOINTMENTS

Each year, we act on administrative reappointments. The following personnel have been evaluated by their supervisor as satisfactory or better and are recommended for reappointment for the positions shown for 2000 - 2001.

Continuing Appointments Per Policy 401.01

Clevenger, Walt	Dean of Information Technology
Pfeifer, Alan	Director of Computing and Instructional Technology
Seguin, Michael	Dean of Arts, Social Sciences and Physical Education

Two Year Contracts Per Policy 409.01

Damhoff, Russ	Director of Athletics, Head Men's Basketball Coach and Director of Sports Information, Athletic Booster Club and Intramurals
Devan, Curt	Coordinator of Personnel Services
Frederick, Jim	Director of Buildings and Grounds
Gospodarczyk, Tom	Dean of Corporate and Community Services
Johnson, Rose	Director of Health Careers Education
Kerber, Joan	Vice President of Student Services

One Year Contract Per Policy 409.01

Alfano, Cindy	Director of Admissions, Records, and Placement
Bittner, Ruth	Vice President of Administrative Services
Castelein, Karen	Coordinator of Community Services (part-time)
Hecht, Deborah	Vice President of Instructional Services
Little, Linda	Director of Grants, Planning and Institutional Research
Lyons, Cal	Director of College Relations
Meyer, Paula	Business Manager (part-time)
Peterson, David	Director of Student Financial Assistance
White, Linley	Dean of Business, Technology, and Natural Sciences

RECOMMENDATION: Reappointment of the administrators as indicated.

For Board Meeting of
March 27, 2000

Agenda Item H-2

CONTRACTUAL REAPPOINTMENTS

The following contractual employees have been recommended for reappointment for the 2000 - 2001 year pending continuation/renewal of their grants/contracts, and for the time periods specified. The administrators have been evaluated by their supervisor and rated satisfactory or better while the faculty will be evaluated in August.

NAME	GRANTS	FISCAL YEAR
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ADMINISTRATORS

Dalton, Belinda Director	Student Support Services Title IV	September 1 - August 31
Kim, Linda Coordinator	VITAL Project	July 1 - June 30
Nelson, John Coordinator (½ time)	Small Business Development Center	July 1 - June 30

FACULTY

Jackson, Larry Counselor	Student Support Services Title IV	September 1 - August 31
Funston, Terry Lyn Counselor	Student Support Services Title IV	September 1 - August 31

RECOMMENDATION: Reappointment of the administrative contractual staff pending the continuation/renewal of their grants/contracts; reappointment of the contractual faculty listed pending satisfactory evaluation and supervisory recommendation, and contingent upon the continuation/renewal of their grants/contracts.

For Board Meeting of
March 27, 2000

Agenda Item H-3

ADMINISTRATIVE RESIGNATION

We have received the attached letter of resignation from Zollie Hall, Tech Prep Coordinator, effective March 31, 2000.

RECOMMENDATION: Board acceptance of the resignation of Zollie Hall, Tech Prep Coordinator, effective March 31, 2000.



W. Hall, Coordinator
Sauk Valley Community College
173 IL Route 2, Dixon, IL 61021

Telephone: 815/288-5511, ext. 266
Fax: 815/288-5958
E-mail: hallz@svcc.edu

TO: Dr. Richard L. Behrendt
FROM: Zollie W. Hall *Zollie W. Hall*
SUBJECT: Resignation
DATE: March 15, 2000

Dr. Behrendt, I submit my resignation as Tech Prep Coordinator effective March 31, 2000.

For Board Meeting of
March 27, 2000

Agenda Item H-4

FACULTY EARLY RETIREMENT REQUEST

We have received the attached request for early retirement from Robert D. Thomas, Professor and Coordinator of the Learning Resource Center, to be effective August 31, 2002.

RECOMMENDATION: Board approval of the early retirement request from Robert D. Thomas, Professor and Coordinator of the Learning Resource Center, effective August 31, 2002.

February 29, 2000

To: Dr. Richard Behrendt

From: Robert Thomas

Subject: Early retirement

Pursuant to participation in the SVCC early retirement incentive program (425.01) with the senior services option (425.02), I plan to retire August 31, 2002, at which date I shall be 57 years of age, qualifying for 35% addition (payable in equal amounts during my last two years of service) to my twelve-month salary.

cc: Dr. Deborah Hecht
Walt Clevenger

For Board Meeting of
March 27, 2000

Agenda Item I

BOARD ROOM CHAIRS

As the Board directed, we have analyzed the options for the use of the current Board Room chairs and the report is attached.

RECOMMENDATION: Board approval of Option #6—keep and use the current Board chairs but move them to T-1 and replace them with low back chairs when the T-1 project is completed.



**SAUK VALLEY
COMMUNITY
COLLEGE**

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

MEMORANDUM

TO: Richard Behrendt

FROM: Ruth Bittner *PLB*

DATE: March 14, 2000

SUBJECT: Board room chairs

At the direction of the Board of Trustees in their February 28 meeting, I have investigated alternatives for the Board room chairs.

The current chairs were purchased in March 1997 for a price of \$5,952 including shipping, or \$496 each. They are La-Z-Boy model #QS92-D33 "Voyager" executive high back chairs. For alternatives, I asked our local furniture sales representative to present brochures for Board room style mid-back chairs, with adjustable height, casters, and arms that are either upholstered or wood. I selected five models for price quotes.

The pricing is as follows for a set of twelve chairs:

1. La-Z-Boy #QS92-D35 "Voyager" executive mid-back chair: The same chair we currently have, but with a lower back and narrower seat. \$464 each, or \$5,568 total.
2. Hon #6543 executive mid-back chair: Traditional style has hardwood arms upholstered on the top and button tufting on the back. \$315 each, or \$3,780 total.
3. Hon #5653 "Regent Talbot" managerial mid-back chair: Updated traditional style has solid upholstered scroll arms with hardwood inserts on the front. \$302 each, or \$3,624 total.
4. Allsteel #5202 "Rhapsody" managerial mid-back chair: Contemporary style has open-loop upholstered hardwood arms. \$225 each, or \$2,700 total.
5. Hon #5103 executive mid-back chair: Basic, contemporary style has open hardwood loop arms. \$187 each, or \$2,244 total.

These chairs are in the mid-range in terms of quality and cost. There are, of course, many other models of chairs from which to choose, and it would be worthwhile to try out a sample chair before making a final purchasing decision.

There are few viable alternative uses at Sauk for the current chairs. They are too large and not ergonomically appropriate for use as desk chairs, and they are of an inappropriate style and too high a cost for use as guest or lounge chairs. They are best suited for their current use, as chairs for a conference table in a formal setting.

The Board room is the only room on campus where use of these chairs is appropriate. Room 2K2 might be a good alternative, but we would need a significantly higher number of chairs (approximately 40) for that room, and they would not be suitable for the heavy use that room has for functions involving food.

One possibility is to transfer the chairs to Building T-1 when it is remodeled (probably three to four years from now). Part of T-1 will be dedicated to Corporate and Community Services, and the plan includes a conference room for use by visiting clients. The room will be about the same size as our Board room. The current Board room chairs would be appropriate for that use.

Another possibility is to sell the current chairs, either at auction or through other means. The chairs are in excellent condition, so with interested buyers they could attract a reasonable price. Generally we sell unneeded furniture and equipment only after it has become obsolete or worn out. We usually sell through an auction or "garage sale" type of format in which we accept almost any price people are willing to pay, which is frequently fairly low – the primary goal is to dispose of the items, not to make money. However, since these chairs are new and in good condition it is difficult to predict how much we would receive for them.

I recommend that the Board should pursue one of the following options:

1. Make no change and continue to use the current chairs.
2. For Board meetings, push the high-back chairs up against the wall and use the low-back straight chairs instead.
3. Move the Board meetings to another room that has low-back chairs.
4. Sell the current chairs and buy new ones now.
5. Put the current chairs in storage until T-1 is remodeled, but go ahead and buy new ones now.
6. Wait until T-1 is remodeled, and buy new chairs at that time.

Thank you.

BOND INVESTMENTS

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	465,106.95
Liability, Protection & Settlement	St. Louis, MO Mun Fin	4.90	02-15-02	556,745.24
Liability, Protection & Settlement	Naperville, IL	4.20	12-01-02	542,575.35
Liability, Protection & Settlement	Alachua Cnty Fal Sch	4.20	07-01-02	48,786.41
Liability, Protection & Settlement	Federal Home Loan Mtg Corp	6.90	02-15-03	474,262.91
Liability, Protection & Settlement	Cook County II Twp	5.00	12-01-03	581,288.76
Liability, Protection & Settlement	Seattle WA L&P	4.70	11-01-04	228,211.30
Liability, Protection & Settlement	GA Mun Elec Auth	4.70	01-01-05	378,488.89
Liability, Protection & Settlement	NC Mun Elec Auth	5.25	01-01-06	311,835.47
Liability, Protection & Settlement	Sun Prairie Wis Sch	5.20	04-01-06	337,648.75
Liability, Protection & Settlement	Las Cruces NM	5.10	12-01-06	202,914.48
Liability, Protection & Settlement	Houston TX Wtr & Swr System	4.60	12-01-06	50,988.83
Liability, Protection & Settlement	Carol Stream IL Tax	5.20	01-15-07	201,643.72
Liability, Protection & Settlement	Anch AL Tel Util	5.30	03-01-07	154,620.03
SUBTOTAL BONDS				\$5,028,609.93

TOTAL INVESTMENTS	\$10,928,609.93
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SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY

DATE 3-27-02

SAUK VALLEY COMMUNITY COLLEGE
 BOARD OF TRUSTEES - TREASURER'S REPORT
 March 27, 2000

CHECKING ACCOUNTS

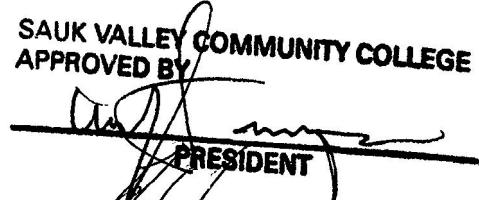
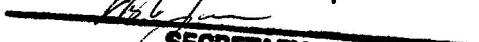
			INTEREST
<u>INTEREST BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>	<u>RATE</u>	
General Account	Sterling Federal, Sterling	4.63	\$469,661.91
Bookstore Account	Sterling Federal, Sterling	4.98	77,403.44
Illinois Public Treasurers	Mercantile Bank,		
Investment Pool	Springfield	5.56	1
SUBTOTAL INTEREST BEARING CHECKING ACCOUNTS			2,105,324.13
<u>NON-JNT. BEARING ACCOUNTS</u>	<u>FINANCIAL INSTITUTION</u>		
Restricted	Sterling Federal, Sterling		116,516.96
Insurance Account	Sterling Federal, Sterling		0.00
SUBTOTAL NON-INTEREST BEARING CHECKING ACCOUNTS			116,516.96
<u>MONEY MARKET</u>			
ABN-AMRO Investment Services, Inc.		5.19	0.00
SUBTOTAL MONEY MARKET FUNDS			0.00
TOTAL CHECKING ACCOUNTS			<u><u>\$2,221,841.09</u></u>

INVESTMENTS

				INTEREST MATURITY
<u>FUND</u>	<u>FINANCIAL INSTITUTION</u>	<u>RATE</u>	<u>DATE</u>	<u>AMOUNT</u>
Educational Fund	First National Bank, Amboy	6.21	04-12-00	\$ 500,000.00
Operations & Mainte	First National Bank, Amboy	6.10	04-12-00	100,000.00
Protection, Health & Safety	Union Bank Tampico	6.05	06-07-00	400,000.00
Protection, Health & Safety	Amcore Bank, Sterling	6.26	08-01-00	200,000.00
Protection, Health & Safety	First National Bank, Amboy	5.51	04-09-00	200,000.00
Protection, Health & Safety	First National Bank, Amboy	6.10	04-12-00	100,000.00
Protection, Health & Safety	Grand National Bank, Sterling	5.43	06-30-00	200,000.00
Working Cash	Union Bank, Tampico	5.16	04-03-00	1,000,000.00
Working Cash	Amcore Bank, Sterling	6.26	08-01-00	200,000.00
Working Cash	Community State Bank, Rock Fa	5.54	07-22-00	1,000,000.00
Working Cash	Community State Bank, Rock Fa	5.54	07-22-00	300,000.00
Liability, Protection & Settlement	First National Bank, Amboy	5.51	03-09-00	100,000.00
Liability, Protection & Settlement	First National Bank, Amboy	6.10	04-12-00	100,000.00
Liability, Protection & Settlement	Community State Bank, Rock Fa	5.54	07-22-00	200,000.00
Liability, Protection & Settlement	Amcore Bank, Sterling	5.67	08-10-00	200,000.00
Liability, Protection & Settlement	Amcore Bank, Sterling	6.51	02-01-01	100,000.00
Building Bond Proceeds	Grand National Bank, Sterling	6.51	02-19-01	<u>1,000,000.00</u>
 				\$ 5,900,000.00
SUBTOTAL INVESTMENTS				

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 27, 2000

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-25 General Operating Funds	\$450,069.59
Pages 26-30 Restricted Fund	234,033.01
Pages 31-33 Bookstore	<u>100,906.81</u>
TOTAL	<u>\$785,009.41</u>

SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT

SECRETARY
DATE 3-27-00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
ALL Equipment	02	maint	Maintenance Supplies	Impeller Ring, Gasket, Shaft Sleeve	338.05
AM Multographics	050300	Printshop	Purchases for Resale	Service & Repair of Offset	387.00
	050300	Printshop	Purchases for Resale	83-1-104054 Electrostatic	397.91

					784.91
ANA	01	Associate Degree Nursing	Conference/Meeting Expense	Registration Fees for J Lynch & S Schreiner	380.00
ANA Housing Bureau	01	Associate Degree Nursing	Conference/Meeting Expense	Lodging Fees for J Lynch & S Schreiner 6/23-6/26	321.00
APPA	02	Building and Grounds Administrat	Publications and Dues	Annual Fee for Dues	555.50
AT & T	02	Utilities	Telephone	Monthly Telephone Charges	848.93
Ace Hardware	02	Grounds	Maintenance Supplies	Washers	10.73
	02	Grounds	Maintenance Supplies	D & G Spring	4.38
	02	Grounds	Maintenance Supplies	Misc Supplies	21.42

					36.53
Ackert, Joshua J.	01		Accounts Payable	Student Refund	1,363.00
Adcraft Printwear Co.	01	College Relations	Advertising	100% Cotton 20230 Sage Short Sleeve w/Silver	320.00
Airgas	01	HVAC	Instructional Supplies	Class "B" Acetalyne Tanks (per month)	9.00
Akiti, Ismet	01		Accounts Payable	Student Refund	35.00
Al Henry Williams, Attorney	01		Wage Garnishment Payable	Garnishment	89.21
Al Henry Williams, Attorney	01		Wage Garnishment Payable	Garnishment	89.21
Alaimo, Diane	050600	Student Activities	Other Contractual Services	Performance on 3/8/00	800.00
Aldrich	01	Chemistry	Instructional Supplies	20, 133-2 Zincon, Monosodium Salt, 1 g	36.53
Aldrich, Eric R.	01		Accounts Payable	Student Refund	25.00
Alfano, Cindy	01	Student Recruitment	Conference/Meeting Expense	Travel Reimbursement for 2/00 Recruitments	162.50
Allie, Fran Kay	01		Accounts Payable	Student Refund	636.32
Amboy Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Annual Dues for Tom G	25.00
American Express Financial Adv	01		American Express		315.00
American Express Financial Adv	01		American Express		315.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
American Library Assn	01	Learning Resource Center	Publications and Dues	Membership Renewal for 2000	160.00
American Society for Training	010120	Community Ed Administration	Conference/Meeting Expense	ASTD International Conference 5/20-5/25	890.00
American Society for Training	010110	Corporate Services Admin.	Publications and Dues	Annual Renewal	150.00
American Time & Signal Co	02	maint	Maintenance Services	Repair Clocks	279.62
Amoco Oil Company	050800	Transportation	Vehicle Supplies	College Van Gas Purchases	43.25
Anderson, Dina L.	01		Accounts Payable	Student Refund	636.32
Anderson, Pamela J.	01		Rehabilitation Dors-Spring	Interpreter/Sign Language for 1/00	560.00
Andrew Bollman Photography	01	College Relations	Advertising	Faculty Pictures	209.75
Angel, Jason L.	051400		Student Loans	Student Loan Due 5/5/00	300.00
Angel, Jason L.	01		Accounts Payable	Student Refund	250.00
Apple, Linda L.	01		Accounts Payable	Student Refund	47.00
Apple, Linda L.	01		Accounts Payable	Student Refund	35.00
Applebee's Grill & Bar	01	Counseling	Conference/Meeting Expense	Lunch for Counseling Retreat-NCA Accreditation2/11	73.91
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Monthly Charge-P0003427 Closed	461.24
Arch Vending Inc	101010	Booster Club	Other	Pop for Pizza Night	72.80
Arellano, Rolando	01		Accounts Payable	Student Refund	5.00
Ashton Gazette	01	College Relations	Advertising	Open PO for Advertisements	40.00
Auditorium Theatre	010130	Trips & Tours	Conference/Meeting Expense	Tickets for Miss Saigon 7/13/00	1,815.00
Ayala, Karen	010110	workforce prep	Consultants	Principles of Supervision 2/22 & 3/9	360.00
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Best American Short Plays 1997-1998	167.80
	01	Learning Resource Center	Books and Binding Costs	Library Books	776.64
	01	Learning Resource Center	Books and Binding Costs	Library Books	262.85
	01	Learning Resource Center	Books and Binding Costs	Library Books	120.01
					1,327.30
Bardo, Renate D.	051400		Student Loans	Student Loan Due 5/5/00	150.00
Barron, Rebecca E.	01		Accounts Payable	Student Refund	787.64

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Beckman Coulter, Inc	01	Clinical Laboratory Science	Instructional Supplies	EP Kits 655900	255.89
Behrendt, Richard	02	Utilities	Telephone	Reimbursement for Phone Call	.24.60
Behrendt, Richard	01	President	Conference/Meeting Expense	Travel Reimbursement-ICCTA Fly-In 2/29-3/2	120.85
Bender, Angela S.	051400		Student Loans	Student Loan Due 5/5/00	300.00
Black Hawk College	01	Business Office	Tuition Chargeback	Chargeback for Spring 2000 Semester	5,346.00
Black Hawk College	050600	Men's Basketball	Other Conference & Meeting	Basketball Game Entry Fee for Spectators	27.00
Blackburn, Jan	050600	Men's Basketball	Other Contractual Services	Game Worker for 2/26/00	15.00
Brady, James E.	01	Electronics	Instructional Supplies	Reimbursement for Supplies	179.00
Brady, James E.	01	Electronics	Instructional Supplies	Reimbursement for Supplies	29.02
Brazos Valley Sports Foundatio	050600	Men's Golf	Other Conference & Meeting	Banquet Tickets (6)	229.00
	050600	Men's Golf	Other Conference & Meeting	Entry Fee to NJCAA National Golf Tourney	120.00

					349.00
Breed, Thomas	01	Counseling	Conference/Meeting Expense	Travel Reimbursement-U of I Mtg 2/28	18.05
Brokaw, Lynda S	01		Accounts Payable	Student Refund	40.00
Browne, Peter D.	01		Accounts Payable	Student Refund	15.00
Browning-Ferris Industries	02	Utilities	Refuse Disposal	Garbage Disposal	375.00
Burgess, Timothy J.	01		Accounts Payable	Student Refund	690.00
Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	building Remodeling	Architectural Services	1,813.77
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Alice Drobna Wages for Week of Feb 13	679.68
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Wages for Alice Drobna Week of 2/20	679.68
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Alice Drobna Wages for Week of 2/27	660.80
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Alice Drobna Wages for Week of 3/5/00	679.68
Bushman, Cindy L	01		Accounts Payable	Student Refund	30.00
Byar, Christine M.	101010	Booster Club	Other	Reimbursement for Flowers-Sophmore Night & Tip	71.62
CCI	01		Other Liabilities	Sitting Fee for Nursing Picture-Theresa McDivitt	17.95

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
CMS Communications	01	Business Office	Other Materials and Supplies	Amplified HS Style-Black (2)	137.56
CREED	02	maint	Maintenance Supplies	Repair Kits	77.89
Canas, Eulalia	01		Accounts Payable	Student Refund	1,697.50
	01		Accounts Payable	Student Refund	1,697.50

					3,395.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Capital Guardian Trust Company	01		Capital Guardian Trust		125.00
Carolina Biological Supply Co	01	Biology	Instructional Supplies	Quote C93471-See Attached	61.64
	01	Biology	Instructional Supplies	892640 Streptomycin Sulfate 5G	89.89
	01	Biology	Instructional Supplies	Quote C93471-See Attached	289.50
					441.03
Cassidy, Randy F.	01		Accounts Payable	Student Refund	138.00
Castelein, Karen J.	010120	Community Ed Administration	Conference/Meeting Expense	Travel Reimbursement-NIRCC Mtg 2/11	44.53
	010130	Trips & Tours	Other	Tip for Bus Driver for Trip to Carmen 3/10/00	50.00
					94.53
Castelein, Karen J.	010130	Trips & Tours	Conference/Meeting Expense	Reimbursement for Dinner on Trip to Lyric Opera	1,182.84
Caterpillar-Engine Protection	02	Utilities	Other Utilities	Per Maintenance Agreement	429.77
Chautauqua Program	01	Chemistry	Conference/Meeting Expense	Registration Fee for D Edelbach 6/7-6/10	40.00
Chestnut Mountain Resort	01	Education Fund	Course Fees	Student Rental Fees for Spring Ski Instruction	1,020.00
Children's BOMC	050500	Child Care Center	Other Supplies	Books	26.27
Chronicle of Higher Education	01	Other Institutional	Recruitment	Ad for Multiple Faculty Positions	1,755.00
Cinema Guild	01	Learning Resource Center	Books and Binding Costs	Anatomy of Desire	260.60
	01	Learning Resource Center	Books and Binding Costs	Straight From the Heart	61.56
	01	Learning Resource Center	Books and Binding Costs	Ralph Ellison: The Self-Taught Writing	90.96
	01	Learning Resource Center	Books and Binding Costs	Richard Wright: Writing is His	88.96
	01	Learning Resource Center	Books and Binding Costs	Hemingway...In the Autumn	76.86
					578.94
Claremont of Lee County	01	Education Fund	Other Revenues	Refund of Payment for Cyphers	117.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Clark, Kristina J.	01		Accounts Payable	Student Refund	500.00
Cleaning Management Institute	02	custodial	Maintenance Supplies	Yearly Subscription Renewal	95.00
Clinton Herald	01	Art	Advertising	Modeling Ad 2/19	13.32
Clucas, Harry	01	Art	Consultants	Modeling Fee for 2/17 & 2/22	60.00
Clucas, Harry	01	Art	Consultants	Modeling Fee for 2/29/00	30.00
Committee on Chemistry in the	01	Chemistry	Instructional Supplies	Renewal of College Sponsorship 2000	25.00
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	41.76
	02	Utilities	Electricity	Supply & Demand Electrical Service	24.71
	02	Utilities	Electricity	Supply & Demand Electrical Service	9,710.81
	02	Utilities	Electricity	Supply & Demand Electrical Service	36.07
	02	Utilities	Electricity	Supply & Demand Electrical Service	19.13

					9,832.48
CompuMaster	01	College Relations	Conference/Meeting Expense	Conference Fee for 5/17-5/18	399.00
Congressional Quarterly Books	01	Learning Resource Center	Books and Binding Costs	Paperback Plan A 2000	1,055.00
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Refreshments 1/24	40.00
	01	Board of Trustees	Conference/Meeting Expense	Board Meeting Refreshments 2/28	40.00
	01	President	Other Conference & Meeting	Communication Committee Lunch 1/28	75.00
	01	VP-Instructional Services	Conference/Meeting Expense	Instructional Services Goals Workshop Lunch 2/11	41.65
	01	Human Services	Conference/Meeting Expense	Breakfast for Workforce Mtg 2/14	33.25
	01	Human Services	Conference/Meeting Expense	Workforce Lunch Mtg 2/24	71.40
	01	VP- Student Services	Conference/Meeting Expense	Reception for Anna Maria 2/16	62.00
	01	VP- Student Services	Conference/Meeting Expense	Luncheon 2/1	47.60
	01	VP- Student Services	Conference/Meeting Expense	Morning Refreshments 2/10	16.00
	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party for FY00	132.00
	01		Foundation Expense	Breakfast for Foundation Board Mtg 2/22	118.25
	01		Foundation Expense	Continental Breakfast for Foundation Board 2/29	59.00
	010110	workforce prep	Conference/Meeting Expense	Refreshments & Lunch for Lean Manufacturing 2/23	202.50
	010120	Health & Personal Development	Conference/Meeting Expense	Refreshments & Lunch for Parenting Conf 2/26	1,078.50
	050600	Men's Basketball	Instructional Supplies	Cookies to Terry Cox	13.75
	050600	Student Activities	Other Conference & Meeting	Film Series Refreshments 2/16	23.50
	050600	Student Activities	Other Conference & Meeting	Popcorn for Ball Game 2/11	38.58
	101130	International Students Club	Other	ALAS Pizza Party 2/25	8.00
	101140	Phi Theta Kappa Club	Other	Cake for PTK Induction	30.00

					2,130.98
Cook, David A	01		Accounts Payable	Student Refund	40.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Corporate Office City	01	Psychology	Instructional Supplies	Universal Manila 3rd Cut Letter Size Folders 12113	6.98
	01	Clinical Laboratory Science	Maintenance Services	Repair Typewriter	70.50
	01	Admissions, Records & Placement	Office Supplies	Toner for Copy Machine Mita DC-1560	88.00
	01	Financial Aid & Veterans Affairs	Maintenance Services	Service Performed on IBM Wheelwriter Typewriters	87.75
	01	VP- Administrative Services	Office Supplies	Okifax Toner	253.12
					506.35
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Advance for Tucson, AZ Trip 3/10-3/19	2,244.30
Creative Printing	01	President	Office Supplies	Business Cards for Dr Richard L Behrendt (500)	40.00
	01	Dean of Arts, Social Sciences & P	Office Supplies	Business Cards for Michael Seguin (500)	40.00
	01	English	Instructional Supplies	Business Cards for Michael Seguin (500)	35.00
	01	Mathematics	Instructional Supplies	Business Cards for Michael Seguin (500)	35.00
	01	VP- Student Services	Office Supplies	Business Cards for Keith Bos (500)	40.00
	01	Admissions, Records & Placement	Office Supplies	Business Cards for Renate Bardo (250)	35.00
				-----	225.00
Crescent Electric Supply Co	02	maint	Maintenance Supplies	SO-8/4-BLK-250R Wire Port Cbl	130.15
Daily Chronicle	01	Other Institutional	Recruitment	Ad for Faculty Positions	394.20
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement 2/8-2/21	256.60
Davenport Trane	02	maint	Maintenance Supplies	Gaskets	19.38
Davidson Titles, Inc	01	Learning Resource Center	Books and Binding Costs	When Families Fail	26.70
Day, Andrea	01	Art	Consultants	Modeling Fee for 3/7	30.00
Days Inn	050600	Speech & Readers Theater	Other Conference & Meeting	Lodging for Conference 3/17-3/18	291.60
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Citmed-Sterile Cotton Tipped Applicators	258.20
DeValle, Steven M.	01		Accounts Payable	Student Refund	206.00
Deckro, Stephanie	010120	Community Education	Consultants	Interior Design Workshop-Spring 2000	840.00
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance/Labor Rad Tech Equip	64.88
	01	Radiologic Technology	Instructional Supplies	14"x17" TMAT G/RA TMG/RA-1	676.44
					741.32
Dick Blick	01	Art	Instructional Supplies	Sheets 22x30 Rivas BFK White	198.35
Dietz, Danielle P.	01		Accounts Payable	Student Refund	1,273.61
	01		Accounts Payable	Student Refund	1,111.64
					2,385.25

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Dixon-Meyers Bus Transportatio	050600	Men's Baseball	Other Conference & Meeting	Charter Bus To/From Airport for Spring Trip	627.00
Don Mullery's World of Cars	02	Grounds	Maintenance Supplies	Autometer	59.26
	02	Grounds	Maintenance Supplies	A/C Bio Assembly	6.56
	050800	Transportation	Vehicle Supplies	College Van Tune-Up	286.42
	050800	Transportation	Vehicle Supplies	College Van Tune-Up	42.72
	050800	Transportation	Vehicle Supplies	College Van Tune-Up	25.24
	050800	Transportation	Vehicle Supplies	College Van Tune-Up	25.24
					445.44
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Supplies	45.78
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	35.82
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	43.62
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Groceries & Supplies	65.78
Driver, Ronald G.	01		Accounts Payable	Student Refund	250.00
Dura Wax Company	02	custodial	Maintenance Supplies	Impressionist Heavy Duty Carpet Mat 3x6	178.15
ECOLAB	02	maint	Maintenance Services	Perform service once a month to service kitchen,	175.00
Echo	01	College Relations	Advertising	Open PO for Advertisements	24.00
Eckland, Darlene	01		Accounts Payable	Student Refund	55.00
Education To Go	010120	Community Serv Computer Seminars	Consultants	Internet Computer Classes	2,033.00
Elderhostel Institute Network	010120	Senior Programs	Conference/Meeting Expense	Affiliate Dues 1/2000-9/2000	115.00
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Federal Express Corp	01	Other Institutional	Postage	Monthly Charges	37.24
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Field, Robert	050600	Drama	Other Contractual Services	Honorarium for Dinner Theatre Music 3/11	75.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Filmmakers Library, Inc	050600	Student Activities	Other Contractual Services	God is Angry (2/16/00)	85.00
Fisher Scientific	01	Biology	Instructional Supplies	DF0950-15-3 Spirit Blue Agar 100G	263.75
	01	Biology	Instructional Supplies	11-814-36 Anaerobic Indicator 100/pk	57.38
	01	Biology	Instructional Supplies	DF0418-15-9 Brain Heart Infus Agar 100G	42.62
	01	Clinical Laboratory Science	Instructional Supplies	194-324 4C Coulter	163.50

					527.25
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Administrative Fee for 4th Quarter 1999	450.00
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Recordkeeping Fees for January for Cafeteria Plan	132.00
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Monthly Claims & Recordkeeping Fees for 2/00	132.00
Fountain, Marcy	010110	workforce prep	Consultants	Mechanical Blueprint Reading-NWSW 2/4 & 2/18	360.00
Fountain, William B.	01	Mechanical Design	Instructional Supplies	Reimbursement for Supplies	42.48
Franklin Financial Services Co	01		Franklin Life		510.00
Franklin Financial Services Co	01		Franklin Life		510.00
Frederick, Lesley J.	050600	Student Activities	Other Conference & Meeting	Reimbursement for Dinner for Program 3/8/00	31.56
GASB	01	Business Office	Office Supplies	GASB 34 Publication	12.00
GTE Directories	01	College Relations	Advertising	Telephone Advertisement for Princeton	151.20
GTE Wireless	02	Utilities	Telephone	Monthly Charges	60.82
Gale Research	01	Learning Resource Center	Books and Binding Costs	Contemporary Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	20th Century Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	Poetry Criticism	106.48
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors	148.66
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors New Revision Series	149.56
	01	Learning Resource Center	Books and Binding Costs	Contemporary Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	20th Century Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	Childrens Literary Review	138.89
	01	Learning Resource Center	Books and Binding Costs	Something About the Author	108.88
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors	149.56
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors New Revision Series	149.56
					1,548.03
Gale Research	01	Learning Resource Center	Books and Binding Costs	Contemporary Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	20th Century Literary Criticism	149.11
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors New Revision Series	148.66

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01	Learning Resource Center	Books and Binding Costs	Something About The Author	108.88
	01	Learning Resource Center	Books and Binding Costs	Childrens Literature Review	138.89
	01	Learning Resource Center	Books and Binding Costs	Gale Directory of Publications & Broadcasts	3.63
	01	Learning Resource Center	Books and Binding Costs	Contemporary Authors	149.11
					847.39
Gallatin River Communications	02	Utilities	Telephone	Monthly Telephone Charges	4,828.90
	12	Risk Management	Telephone	Monthly Charge for Cama (911) Trunks	89.32
					4,918.22
Garza, Belia	01		Accounts Payable	Student Refund	500.00
Geary, Carol M.	01		Accounts Payable	Student Refund	1,273.61
	01		Accounts Payable	Student Refund	1,272.64
					2,546.25
Gericke, Thomas H.	010120	Community Ed Administration	Conference/Meeting Expense	Travel Reimbursement-2/3-3/1	82.55
Gibler, Pat A.	01		Accounts Payable	Student Refund	55.00
Ginn, Janet L	010120	Community Education	Consultants	Scrapbooking-Spring 2000	75.00
Global Computer Supplies	01	Art	Instructional Supplies	5 Cyan + 2 Free Black-for Tektronix 840	510.13
	01	Administrative Data Processing	Office Supplies	KVA 36014 Dymo Letratag Elec Label Maker	77.24
	01	Administrative Data Processing	Office Supplies	C23537 Epson OEM S020108	128.30
					715.67
Gonzalez, Alberto B.	01		Accounts Payable	Student Refund	35.00
Gospodarczyk, Thomas J.	010120	Community Ed Administration	Conference/Meeting Expense	Travel Reimbursement for 2/00	248.26
Grainger	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	27.97
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	82.68
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	53.52
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	46.68
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	27.82
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	61.50
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	154.41
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	525.48
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	59.70
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	12.58
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	84.49
					1,136.83

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Graphic Electronics	01	Personnel Office	Other Conference & Meeting	Plaques for Retirement Ceremony	327.83
Gray, Kassy L.	01		Accounts Payable	Student Refund	35.00
Great Lakes Airgas Inc	01	HVAC	Instructional Supplies	Acetylene WSL 133 CF Tanks & Argon CO2 DE 75/25 13	5.62
	01	Clinical Laboratory Science	Instructional Supplies	Cylinder Rental	10.68

					16.30
Grove, Christina	01		Accounts Payable	Student Refund	138.00
Grummert's True Value	02	maint	Maintenance Supplies	Nuts & Bolts	21.87
Haan, Norma J.	01		Accounts Payable	Student Refund	398.00
Hansen, Crystal F.	01		Accounts Payable	Student Refund	200.00
Hansen, Jack	050600	Men's Basketball	Other Contractual Services	Referee for Game 2/26/00	75.00
Hanson, Josh A.	01		Accounts Payable	Student Refund	437.00
Harden's Auto & Truck Repair	02	Grounds	Maintenance Services	2 Trane Cooler Hoses	146.40
Hayes, Michael J.	01		Accounts Payable	Student Refund	35.00
Hecht, Deborah J.	01	VP-Instructional Services	Conference/Meeting Expense	Travel Reimbursement 2/17-2/18	185.48
Heffernan, Jeremy R.	050600	Men's Basketball	Other Contractual Services	Game Worker for 2/26/00	15.00
Heitter, Dustin J.	01		Accounts Payable	Student Refund	206.00
Heppler, Dawn A.	01		Accounts Payable	Student Refund	500.00
Heritage Music Center Inc	01	Music	Instructional Supplies	Music Less Credit for Power Adapter	1.61
Hewlett-Packard	01	Computing & Instruct Tech	Maintenance Services	Maintenance Agreement 58320115:7000SAUK1	197.20
	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	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
	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

					3,120.90
Highland Community College	050600	General Athletics	Other Conference & Meeting	Region IV Tournament 3/2 & 3/4	156.00

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Honeywell Inc	02	maint	Maintenance Services	Setup Control	952.20
Hook, Amanda J.	01	Art	Consultants	Modeling Fee for 2/24/00	30.00
Horner, Larry A.	01		Accounts Payable	Student Refund	138.00
House of Wesley	02	Grounds	Maintenance Supplies	N6759 Colorado Jumbo Blue Spruce (6/ea)	82.68
Hoyle Road Equipment Co	02	Grounds	Maintenance Supplies	Supplies	105.38
Huntley Horticulture Service	02	Grounds	Maintenance Services	Inject 51 Trees	1,530.00
Illini Trophy	050600	Student Activities	Other Materials and Supplies	Name Badge	5.00
Illinois ASBO	01	VP- Administrative Services	Conference/Meeting Expense	Conf Fee for Seminar on Risk Management 3/22	105.00
Illinois Association of Studen	01	Financial Aid & Veterans Affairs	Conference/Meeting Expense	Conference Fee for D Peterson & J Brown 4/2-4/5	400.00
Illinois Community College Eco	01	Dean of Business, Tech & Natural	Conference/Meeting Expense	Registration Fee for ICCEDA/ICCET 2000 Conf 5/3-5	85.00
Illinois Community College Tru	01	Board of Trustees	Conference/Meeting Expense	Luncheon for Fly-In 3/1/00-Washington DC	70.00
	01	President	Conference/Meeting Expense	ICCTA Lunch 1/14	30.00
	01	President	Conference/Meeting Expense	Luncheon for Fly-In 3/1/00-Washington DC	35.00

					135.00
Illinois Department of Revenue	01		State Withholding Payable		12,153.27
Illinois Department of Revenue	01		State Withholding Payable		7,281.41
Illinois Heritage Association	01	Learning Resource Center	Publications and Dues	Annual Institutional Membership	30.00
Illinois Mutual	01		Optional Disability Insurance		9.61
Illinois Mutual	01		Optional Disability Insurance		9.61
Indiana University Audio Visua	01	Psychology	Instructional Supplies	The Case of the Snarled Parking Lot BC0226 Req 2/8	21.90
Inpro Corporation	02	maint	Maintenance Supplies	Black Edge for Elevator Door	57.45
Iowa State University of Scien	01	Psychology	Instructional Supplies	Deer in the Works Date Req: 2/15/00	22.68
Jensen, Thomas	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement-ICCTA Fly-In 2/29-3/2	62.52
John A Loos Sons Inc	02	maint	Maintenance Services	Welding	187.01
Johnson, Heather L.	01		Accounts Payable	Student Refund	1,697.50

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	01		Accounts Payable	Student Refund	250.00
Johnson, Jedidiah F.	050600	Men's Basketball	Other Contractual Services	Referee for Game 2/26/00	75.00
Johnson, Karl	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel Reimbursement-Advisory Board Mtg 3/8	44.25
Johnson, Rosemary	01	HVAC	Instructional Supplies	L36-904 Relays	294.32
	01	HVAC	Instructional Supplies	L38-392 T-stats	121.08
Johnstone Supply					-----
					415.40
Jones, Heather J.	01		Accounts Payable	Student Refund	636.32
Jones, Rocky	050600	Men's Basketball	Other Contractual Services	Referee for Game 2/5/00 Kirkwood v Kankakee	75.00
Jones, Rodney T.	01		Accounts Payable	Student Refund	250.00
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	95.66
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	95.66
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-ISSCO Mtg 2/23-2/24	181.23
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	Travel Reimbursement-Presidents Coucil Mtg 3/10	91.50
Knie Appliance & TV, Inc	010200	Instructional Data Processing	Instructional Other Equipment	Refrigerator-Magic Chef w/ Ice Maker	466.44
Kooi, Audrey	010120	Senior Programs	Consultants	Morrison Fitness-Spring 2000	168.75
Kosick, Michelle A.	01		Accounts Payable	Student Refund	552.00
Latin American Video Network	01	Foreign Language	Instructional Supplies	051V Mayas, Aztecs, and Incas	52.95
Lauer, Michael E.	010120	Senior Programs	Consultants	Long-Term Care/Conservation of Assets-Spring 2000	70.00
Laughlin, Matthew M.	01		Accounts Payable	Student Refund	37.00
Lawrenz, Renee D	01		Accounts Payable	Student Refund	12.00
Lawson, Jeremy L.	01		Accounts Payable	Student Refund	374.49
Leal, Annie M.	01		Accounts Payable	Student Refund	636.32
Lewis, Cynthia D.	01		Accounts Payable	Student Refund	636.32
Lewis, Cynthia D.	01		Accounts Payable	Student Refund	636.32
Lewis-Barr, Laura J.	050600	Drama	Other Materials and Supplies	Reimbursement for Supplies	209.37

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Lewis-Barr, Laura J.	050600	Speech & Readers Theater	Other Conference & Meeting	Reimbursement for Costume Supplies	75.86
Lewis-Barr, Laura J.	050600		Student Activities	Petty Cash for Box Office for Show	150.00
Lucent Technologies	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,185.94
	01	Other Institutional	Interest	Backbone Cable-Principal	98.63
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,714.08
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	225.57
					4,224.22
Lucent Technologies	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	2,977.47
	01	Other Institutional	Interest	Phone Installment-Principal	167.74
					3,145.21
Lucent Technologies	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,191.87
	01	Other Institutional	Interest	Backbone Cable-Principal	92.70
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,727.65
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	212.00
					4,224.22
Lundgren's Inc	01	Information Center	Office Supplies	6 Rolls 800 ASA Color Film	45.54
	01	Information Center	Office Supplies	Color Developing & Finishing	33.47
	01	Information Center	Office Supplies	Color Developing & Finishing	10.39
	01	Information Center	Office Supplies	Color Developing & Finishing	11.69
	01	Information Center	Office Supplies	Color Developing & Finishing	34.95
	01	Information Center	Office Supplies	3 Rolls T-Max 400 ASA Black & White Film	10.47
	050600	Drama	Other Materials and Supplies	5x7 Reprints of Theater Cast for SVCC Spring Prod	56.00
					202.51
Lundstrom Florist	01	President	Other Conference & Meeting	Flowers for Helen Parvin	35.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
M & O Environmental Company	12	Safety & Security	Maintenance Services	Asbestos Removal Chiller Rooms 2,3-Labor	1,017.85
MINITAB, Inc	01	Dean of Information Systems	Office Supplies	Documentation Set	71.50
Macworld	01	Administrative Data Processing	Publications and Dues	Renewal of Subscription	19.97
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01		Main Stay Fund		75.00

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Maintenance Products, Inc	02	maint	Maintenance Supplies	Misc Maintenance Supplies	124.07
Martin, Herbert J.	01		Accounts Payable	Student Refund	167.00
Martinez, Shirley A.	01		Accounts Payable	Student Refund	200.00
Mayers, Courtney M.	01		Accounts Payable	Student Refund	472.36
McBride, Keith H.	01		Accounts Payable	Student Refund	200.00
McCormick's	01		Foundation Expense	Flowers for Stinemeyer-CGH	25.00
McCoy, Anne	01		Accounts Payable	Student Refund	35.00
McLain, Bethany	01		Rehabilitation Dors-Spring	Interpreter/Sign Language for 2/00	160.00
McMaster Carr Supply Company	02	maint	Maintenance Supplies	Screen Material	25.96
	02	custodial	Maintenance Supplies	Sanitary Napkin Dispenser	150.95

					176.91
Meadows of Franklin Grove	010120	Community Education	Rental- Facilities	Rental of Community Room-Cake Decorating 3/6-3/27	50.00
Mech Data, Inc	01	Other Institutional	Recruitment	Ad for Electronics Instructor	195.00
Menards	01		Foundation Expense	Supplies for Child Care	35.90
	02	maint	Maintenance Supplies	Repair Clamp	6.09
	02	maint	Maintenance Supplies	Blades, Shelving	71.87
	02	maint	Maintenance Supplies	Electrical Parking Lot Lights	72.60
	02	maint	Maintenance Supplies	Electrical for Roadway	47.35
	02	maint	Maintenance Supplies	Plumbing, Electrical Parts	13.70
	02	maint	Maintenance Supplies	Crimper	14.99
	02	Grounds	Maintenance Supplies	Screws	8.97
	02	Grounds	Maintenance Supplies	Knife Retract	4.38
	02	Grounds	Maintenance Supplies	Braid	9.69
	050600	Drama	Other Materials and Supplies	Open PO for Adam & Eve	33.19
	050600	Drama	Other Materials and Supplies	Open PO for Adam & Eve	33.80
	050600	Drama	Other Materials and Supplies	Open PO for Adam & Eve	11.21
	050600	Drama	Other Materials and Supplies	Open PO for Adam & Eve	39.47
	050600	Drama	Other Materials and Supplies	Open PO for Adam & Eve	84.49

					487.70
Merrill, Trisha L.	01		Accounts Payable	Student Refund	291.00
Meyer, Paula	01	Business Office	Conference/Meeting Expense	Reimbursement for Govt Acctg Conf	19.00
Midwest Products, Inc	01	Mechanical Design	Instructional Supplies	Basic Framing Kit with Truss Roof	108.15

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Mind Matters Seminar	01	Human Services	Conference/Meeting Expense	Registration Fee for Seminar 3/29	62.00
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Montgomery Kone Inc	02	maint	Maintenance Services	Continued Contract	628.86
Moreno, Bonnie L.	01		Accounts Payable	Student Refund	636.32
Moreno, Bonnie L.	01		Accounts Payable	Student Refund	636.32
Morgan Services Inc.	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	127.85
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	105.65

					233.50
Morgan, Reece	050600	Men's Basketball	Other Contractual Services	Referee for Game 2/5/00-Kirkwood v Kankakee	75.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	Repair	22.00
	01	Instructional Technology Center	Maintenance Services	Repair	30.20
	01	Instructional Technology Center	Maintenance Services	Repair	69.00
	01	Instructional Technology Center	Inatructional Technology Materia	Panasonic VCR, Model AG1330	855.00
	01	Instructional Technology Center	Inatructional Technology Materia	6 Rolls of Laminating Film	156.00
					1,132.20
Napa Auto Parts	02	Grounds	Maintenance Supplies	V-Belts	59.36
	02	Grounds	Maintenance Supplies	Fuse Holder	5.69
	02	Grounds	Maintenance Supplies	V-Belts	33.18
					98.23
National Computer Systems, Inc	01	Financial Aid & Veterans Affairs	Office Supplies	Data Transmission for Title IV Wan	16.40
Newsweek	01	Learning Skills	Instructional Supplies	Subscription	598.50
Nicor Energy, LLC	02	Utilities	Gas	Open Purchase Order for Gas Service	8,062.87
Nicor Gas	02	Utilities	Gas	Supply and Demand for Gas Service	169.25
	02	Utilities	Gas	Supply and Demand for Gas Service	95.51
	02	Utilities	Gas	Supply and Demand for Gas Service	169.56
	02	Utilities	Gas	Supply and Demand for Gas Service	111.48

					545.80
Nifty Cleaners	050600	Drama	Other Materials and Supplies	Cleaning for Costumes	104.55

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Norcare, Inc	01		Foundation Expense	Psychological Assessment Services	490.00
Northern Life Insurance Compan	01		Northern Life		85.00
Northern Life Insurance Compan	01		Northern Life		85.00
Olmsted, Brian T.	01	Information Center	Office Supplies	Developing & Printing of Sophmore Night Photos	57.39
Olsen, Kelly J.	01		Accounts Payable	Student Refund	636.32
Ortgieson, Sharon	01		Accounts Payable	Student Refund	15.00
Otto, Scott A.	01		Accounts Payable	Student Refund	1,697.50
	01		Accounts Payable	Student Refund	1,697.50

					3,395.00
Oxford University Press	01	Learning Resource Center	Books and Binding Costs	Smart Atlas World's Religions	79.64
P & W Supply Co	02	Grounds	Maintenance Supplies	T-Hose	55.64
PAT SERVICES	12	Safety & Security	Maintenance Services	Air Sample Testing-Chiller Rooms 2,3	563.00
PDC Laboratories, Inc	02	maint	Maintenance Services	Monthly Testing	74.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	PTK International Dues (18 Inductees)	630.00
Partington, Sarah H.	01		Accounts Payable	Student Refund	7.20
Paulsen, Darryl D.	02	custodial	Maintenance Supplies	Reimbursement for Cordless Vacuum	42.43
Payne, Angela M.	051400		Student Loans	Student Loan Due 5/5/00	200.00
Penn Tool Co	01	Mechanical Design	Instructional Supplies	HGB-1000 Machinery's Handbook & Guide	359.17
Performink	050600	Drama	Other Materials and Supplies	Ad for Theatre	35.00
Pfeifer, Alan	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel Reimbursement-WIEC Training 3/3-3/4	38.00
Pitney Bowes	01	Other Institutional	Postage	Softguard Rate Protection Plan	209.00
	02	Building and Grounds Administrat	Consultants	Service Contract on Postage Equipment per Attached	77.00
	02	Building and Grounds Administrat	Maintenance Services	Repair Postage Machine	328.50

					614.50
Polo Equipment Company	02	Grounds	Maintenance Supplies	Filter, Blade Kits, Joint, Belts	184.82
Pomazal, Anna M.	050600	Speech & Readers Theater	Other Conference & Meeting	Reimbursement for Lunch, Props & Paint	60.36

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Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	Individual Stop Loss	3,713.45
	051000	Medical Insurance	Dependent Stop Loss	Individual Stop Loss	2,617.78
	051000	Medical Insurance	Precertification	Individual Stop Loss	290.00
	051000	Medical Insurance	Administrative	Individual Stop Loss	1,855.75
	051000	Medical Insurance	Life & AD&D	Individual Stop Loss	1,931.51

					10,408.49
Professional Independent Issur	010110	workforce prep	Pub Srv, Comm Ed, & Cust Trng Re	Insurance CEU Class 2/4 for 9 Students	270.00
Putnam Retirement Plan Service	01		Putnam		500.00
Putnam Retirement Plan Service	01		Putnam		500.00
Quad-City Times	01	Art	Advertising	Advertisement for Models	94.96
	01	Other Institutional	Recruitment	Ad for Faculty Positions-P0003386 Closed	684.44

					779.40
Quill Corporation	01	Clinical Laboratory Science	Office Supplies	992-POP9C Ultracolor Post It Notes (Pop Up)	54.90
	010110	workforce prep	Instructional Supplies	031-CG3300 HP Transparencies	49.98
	010120	Community Ed Administration	Office Supplies	031-5140Q Name Badges	200.68
	050600	Student Activities	Other Materials and Supplies	Clasp Envelopes 9x12	22.73
	050600	Student Government	Other Materials and Supplies	992-S020089Inkjet Cartridge	32.01
	050600	Student Government	Other Materials and Supplies	Epson Stylus Inkjet Cartridge	24.98

					385.28
Quintana, Camilo	01		Accounts Payable	Student Refund	138.00
R-Graphics	050300	Printshop	Purchases for Resale	GTO VP 9" Plates	457.42
Radio Ranch Inc	02	maint	Maintenance Services	Repeater and Monthly Usage per Quarter	297.00
	12	Safety & Security	Maintenance Services	Repair Radio	45.00

					342.00
Ramirez, Joe	01		Accounts Payable	Student Refund	50.00
Regalado, Anthony	050600	Drama	Other Contractual Services	Honorarium for Dinner Theater Music 3/11	75.00
Remel L. P.	01	Clinical Laboratory Science	Instructional Supplies	Supplies per Attached List	1,065.83
	01	Clinical Laboratory Science	Instructional Supplies	Supplies per Attached List	54.32
	01	Clinical Laboratory Science	Instructional Supplies	Supplies per Attached List	18.70

					1,138.85
Reuter, Shirley	01		Accounts Payable	Student Refund	15.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Roath, Carol A.	051400		Student Loans	Student Loan Due 5/5/00	300.00
Rochelle Newspaper	01	Art	Advertising	Modeling Ad 2/20	23.65
Rock River Printers	01	Commencement	Other Supplies	Graduation Diploma Holders w/Seal (Gold)	867.30
Rockford Register Star	01	Other Institutional	Recruitment	Ad for Faculty Positions-P0003385 Closed	655.40
Rockler	02	maint	Maintenance Supplies	2" Confirmat Screws	10.66
	02	maint	Maintenance Supplies	Chair-Loc Glue	30.96
					41.62
Rodriguez, Dina M.	01		Accounts Payable	Student Refund	442.32
	01		Accounts Payable	Student Refund	443.29
					885.61
Rodriguez, Shaun M.	01		Accounts Payable	Student Refund	636.32
Rotary Club of Sterling	01	President	Other Employee Benefits	Missed Meetings Through 12/31/99	12.00
SBM Business Equipment Center	01	President	Office Supplies	Board Envelopes & Desk Pad	66.43
	01	Information Center	Office Supplies	Minimum Copier Count Charge for 2/00	27.50
	01	Information Center	Office Supplies	FO-15 CR Imaging Film Roll-Sharp	35.00
	01	Information Center	Office Supplies	Copier Minimum Copy Charge for 3/00	27.50
	01	Other Instructional	Maintenance Services	Purchase Order for Copier Maintenance A3186	153.01
	01	Other Instructional	Maintenance Services	Purchase Order for Copier Maintenance A3186	123.56
	01	Other Instructional	Maintenance Services	Repair Paper Shredder	68.00
	01	Other Instructional	Office Supplies	Receiving Tray for Copier	42.43
	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	.00
	01	Dean of Corp Comm Serv	Office Supplies	Open PO Service Contract for Copier	81.02
	01	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	.00
	01	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	.00
	01	Administrative Data Processing	Office Supplies	Punch Heads	32.30
	01	Admissions, Records & Placement	Office Supplies	Name Plate & Holder for Pam Medema	22.50
	01	Financial Aid & Veterans Affairs	Office Supplies	HON 514PQ 4 Drawer Cabinet, Light, Letter Size	119.00
	01	Financial Aid & Veterans Affairs	Office Supplies	UNV-12213 Universal File Folders	68.82
	01	Counseling	Maintenance Services	1/2 Monthly Charge for Copier 2/00	66.75
	01	Business Office	Maintenance Services	Monthly Charge for Maintenance of Sharp Copier	54.48
	010110	Corporate Services Admin.	Office Supplies	Open PO Service Contract for Copier	81.02
					1,069.32
SVCC Faculty Association	01		Faculty Association Payable		1,125.47
SVCC Faculty Association	01		Faculty Association Payable		1,125.47

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SVCC Foundation	01		Foundation Payable		5.00
SVCC Foundation	01		Foundation Payable		5.00
Saint-Louis, Robert D.	010120	Health & Personal Development	Consultants	Tai Chi Chuan-Spring 2000 SVCC	180.00
Salazar, Librado	01		Accounts Payable	Student Refund	138.00
Salem Press Inc	01	Learning Resource Center	Books and Binding Costs	Masterplots II	377.00
	01	Learning Resource Center	Books and Binding Costs	World Philosophers/Their Works	272.50
					649.50
Salkeld Sports, Inc	101010	Booster Club	Other	Silk Screen Charge on Banner	200.00
	101010	Booster Club	Other	Silk Screen Charge on New Banners (6)	800.00
					1,000.00
Sauk Valley Bank & Trust Co	12		Time Deposits	CD for One Year	100,000.00
Sauk Valley Newspapers	01	College Relations	Advertising	Open PO for Advertisements	288.00
	01	College Relations	Advertising	Open PO for Advertisements	288.00
	01	College Relations	Advertising	Open PO for Advertisements	87.50
	01	Art	Advertising	Modeling Ad 2/29	26.56
	010120	Health & Personal Development	Advertising	Ad for Parenting Conf 2/6	174.72
	050600	Student Activities	Other Materials and Supplies	Ad for One World Film Series	124.80
					989.58
Scenic Stage Line, Inc	050600	Men's Basketball	Other Conference & Meeting	Bus to Kishwaukee 1/27	325.00
	050600	Women's Basketball	Other Conference & Meeting	Bus to Kishwaukee 1/27	325.00
					650.00
Schanke, Matthew A.	01		Accounts Payable	Student Refund	206.00
Schimberg Company	02	maint	Maintenance Services	Freight Charge	4.66
	02	maint	Maintenance Services	Freight for Invoice 878831	3.03
	02	maint	Maintenance Supplies	1/16 x 60"x60" Garlock Style ST706-Gasket Material	385.04
					392.73
Schmidt, Rebecca S.	01	Dean of Business, Tech & Natural	Office Supplies	Reimbursement for Supplies	14.84
Schmitt Plumbing & Heating, In	02	maint	Maintenance Supplies	Replacement Urinal	132.50
Schultz, Wilbert J.	01	Art	Consultants	Modeling Fee for 3/2/00	30.00

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Schultz, Wilbert J.	01	Art	Consultants	Modeling Fee for 3/14/00	30.00
Scott, Penny J.	01		Accounts Payable	Student Refund	153.00
Scrip-Safe Security Products I	01	Admissions, Records & Placement	Office Supplies	Transcript Paper (Special Security) Per 1000	518.00
Select Employees Credit Union	01		Credit Union Payable		17,428.28
Select Employees Credit Union	01		Credit Union Payable		17,467.93
Sesac	050600	Music	Other Materials and Supplies	Music License for 2000	130.45
Seto, Siu L.	01		Accounts Payable	Student Refund	230.00
Sharp, Bobby	01		Accounts Payable	Student Refund	500.00
Shaw, Joseph C.	01		Accounts Payable	Student Refund	414.00
Shawver Press Inc	010120	Health & Personal Development	Conference/Meeting Expense	5M Parenting Conference Brochures	343.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	Gas Purchases for College Van	93.55
Shelley, Chris	01	Computing & Instruct Tech	Conference/Meeting Expense	Travel Reimbursement-WIEC Training 3/3-3/4	38.00
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel Reimbursement-MRI Physics Update 2/12-2/17	736.50
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	Travel Reimbursement-1/12-3/9	330.85
Sileven, Larry L.	01	HVAC	Instructional Supplies	Reimbursement for HVAC Supplies	171.42
Skinner, Rhonda L.	051400		Student Loans	Student Loan Due 5/5/00	150.00
Slain, Verna	010120	Community Education	Consultants	Quilting Class-Spring 2000 SVCC	360.00
Smith, Cheryl S.	01		Accounts Payable	Student Refund	30.00
Smith, Rick L.	01		Accounts Payable	Student Refund	35.00
Southern Illinois University	01	Nurse Assistant	Consultants	CNA Background Checks (12 Students)	120.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00
State Universities Retirement	01		SURS Payable		42,497.76
State Universities Retirement	01		SURS Payable		24,796.97

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Steder, Jeffrey T.	01		Accounts Payable	Student Refund	422.76
Steder, Jeffrey T.	01		Accounts Payable	Student Refund	581.03
Stephanie Deckro Interiors	010120	Community Education	Consultants	Reimbursement for Workshop Supplies	143.00
Stephenson, Mari M.	01		Accounts Payable	Student Refund	636.32
Stephenson, Mari M.	01		Accounts Payable	Student Refund	636.32
Stericycle	12	Safety & Security	Maintenance Services	Hazardous Waste Pickup	212.71
Sterling Gyro Club	01	President	Other Employee Benefits	Annual Dues for 99/00	100.00
Sterling Rock Falls Clinic	050600	Men's Basketball	Instructional Supplies	Tape & Tuf-Skin Spray	84.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	864.80
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,302.68

					2,167.48
Straw, Nicholas M.	050600	Men's Basketball	Other Contractual Services	Game Worker for 2/26/00	10.00
Straw, Nicholas M.	01		Accounts Payable	Student Refund	200.00
Straw, Nicholas M.	01	Board of Trustees	Conference/Meeting Expense	Travel Reimbursement 2/29-3/2, 3/10-3/11	242.46
Sunny Travel Center	01	Licensed Practical Nursing	Conference/Meeting Expense	Airfare for Perinatal Nursing Conf 4/11-4/16	277.00
TIAA/CREF	01		TIAA/ CREF		7,705.50
TIAA/CREF	01		TIAA/ CREF		7,605.50
Tarner, Kimberly S.	01		Accounts Payable	Student Refund	184.00
Techno-Aide Mfg Co, Inc	01	Radiologic Technology	Instructional Supplies	FLS-78 Flexible Lead Blockers (Set of 5)	478.02
Temple's Sporting Goods	050600	Men's Baseball	Instructional Supplies	Red Belts	412.33
	050600	Men's Baseball	Instructional Supplies	Short Sleeve Red Tops	143.25
	050600	Men's Baseball	Instructional Supplies	Red Mock Turtlenecks-SV on Collar	752.50
	050600	Men's Baseball	Instructional Supplies	Mesh Jerseys	132.25
	050600	Men's Baseball	Instructional Supplies	30 Bucks Belts (16)	216.00
	050600	Men's Baseball	Instructional Supplies	Diamond Trainers (14)	679.28
	050600	Men's Baseball	Instructional Supplies	Lincd Jackets with Lettering (24)	1,820.67
	050600	Men's Baseball	Instructional Supplies	Pine Tar Bottle & Air Clippers	150.48

					4,306.76

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Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILRC Mtg 2/25	63.25
Thompson, Robert J.	01	Board of Trustees	Conference/Meeting Expense	Mileage Reimbursement for ICCTA Mtg	68.58
Todora, Christina M.	01		Accounts Payable	Student Refund	1,563.00
Toner Tech Plus	01	Administrative Data Processing	Office Supplies	Toner Refurb	890.30
Total Line Supply Company	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	32.04
	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	141.07

					173.11
Trader, Timothy	010120	Community Education	Consultants	Well & Septic Maintenance-Spring 2000 SVCC	50.00
Travel Shop	050600	Student Activities	Conference/Meeting Expense	Airfare for Trip to Myrtle Beach	542.00
Trevillyan, Scott A.	050600	Student Activities	Consultants	Technician Fee for Sound/Light 3/8/00	50.00
Trustmark Insurance	01		Optional Life Insurance		759.72
Trustmark Insurance	01		Optional Life Insurance		738.05
Tugwell, Frank E.	01		Accounts Payable	Student Refund	23.00
Turner, Gerald W.	01		Accounts Payable	Student Refund	200.00
US Postmaster	01	Other Institutional	Postage	Annual Fee-Standard A Bulk	100.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
Unique Computer	01	Computing & Instruct Tech	Instructional Supplies	Lotus Smartsuite	89.00
	01	Computing & Instruct Tech	Instructional Supplies	8-Port Hub	87.00
	01	Computing & Instruct Tech	Instructional Supplies	Repair Stylus 1500	25.00
	01	Instructional Technology Center	Inatrichtional Technology Materia	Epson Inkjet Color Transparencies-Letter Size	84.00
	01	Administrative Data Processing	Office Supplies	Video Bridge Support	465.00
	01	Administrative Data Processing	Office Supplies	Zip Drives	760.00
	01	Administrative Data Processing	Office Supplies	MS Media	390.00
	01	Administrative Data Processing	Office Supplies	Cables	45.00
	01	Administrative Data Processing	Office Supplies	Switch	285.00
	01	Administrative Data Processing	Office Supplies	HP Tapes	49.75
	01	Administrative Data Processing	Office Supplies	Repair Stylus 1500	38.00
	01	Administrative Data Processing	Office Supplies	DAT Tapes	99.50
	01	Personnel Office	Office Other Equipment	IBM PLII 450 192m RAM 6.4G HD	1,539.00
	050500	Child Care Center	Other Supplies	Yamaha Speaker	45.00
	050600	Student Government	Other Materials and Supplies	Repair & Inkjet Cartridge for Printer	62.95

					4,064.20

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United Asset Coverage Inc	01	Business Office	Consultants	Additional Telecommunications Charges	79.17
United Parcel Service	01	Other Institutional	Postage	UPS Service	100.93
United States Cellular	02	Utilities	Telephone	Monthly Charges	38.48
United Way of Dixon	01		United Way Payable		52.43
United Way of Dixon	01		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
Universal Valuation Consultant	12	Risk Management	Property & Casualty Insurance	Update Fee on Building Appraisal for Insurance	300.00
University of Illinois	01	Learning Resource Center	Books and Binding Costs	Governing Illinois (2)	56.00
Vandercreek, M C.	01	Computer Information Systems	Instructional Supplies	Reimbursement for CIS Supplies	47.49
Vandercreek, M C.	01	Computer Information Systems	Conference/Meeting Expense	Travel Reimbursement-CIS 160	48.75
Vandermyde, Clarita	01		Accounts Payable	Student Refund	12.00
Variable Annuity Life Insurance	01		Valic		495.00
Variable Annuity Life Insurance	01		Valic		495.00
Vega Enterprises	01	Machine Tool	Instructional Supplies	P/N 12725 Hyd Book	73.61
Venator Team Sales	050600	Men's Basketball	Instructional Supplies	Basketball Shoes (2)	106.00
	050600	Men's Basketball	Instructional Supplies	Mens Basketball Shoes (4)	223.00

					329.00
Villareal, Tomasa	01		Accounts Payable	Student Refund	200.00
Vock, Nita J	01		Accounts Payable	Student Refund	55.00
WSDR-AM	01	College Relations	Advertising	Open PO for Advertising	500.00
WSSQ-FM	01	College Relations	Advertising	Open PO for Advertising	546.00
WZZT-FM	01	College Relations	Advertising	Open PO for Advertising	410.00
Waddell & Reed, Inc	01		Waddell & Reed		410.00
Waddell & Reed, Inc	01		Waddell & Reed		410.00

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Wagner, Jodi L.	01		Accounts Payable	Student Refund	288.00
Walnut Chamber of Commerce	010110	Corporate Services Admin.	Publications and Dues	Annual Chamber Dues for 2000	100.00
Walnut Leader	01	College Relations	Advertising	Open PO for Advertisements	19.20
Ward's-Biology	01	Radiologic Technology	Instructional Supplies	33X2293 Wall Size Periodic Table w/Roller 60x46	76.82
Weight Watchers	01	Education Fund	Resident Tuition	Spring 2000 Tuition for 1 Student	40.94
	01	Education Fund	Course Fees	Spring 2000 Tuition for 1 Student	43.50
	02	Operations & Maintenance	Resident Tuition	Spring 2000 Tuition for 1 Student	5.06

					89.50
West Publishing Company	01	Criminal Justice	Instructional Supplies	Domestic Violence: Practice and Procedure 1999	67.73
	01	Learning Resource Center	Books and Binding Costs	USCA Title 7	254.25
	01	Learning Resource Center	Books and Binding Costs	Il Court Rules & Procedures	9.00
	01	Learning Resource Center	Books and Binding Costs	Il Compiled Stats	165.75
	01	Learning Resource Center	Books and Binding Costs	USCA Title 20	183.00
	01	Learning Resource Center	Books and Binding Costs	Domestic Violence: Practice and Procedure	67.73
	01	Learning Resource Center	Books and Binding Costs	Blacks Law Dictionary 7th	41.00

					788.46
White, Nadia R.	01		Accounts Payable	Student Refund	636.32
White, Peggy	01	Clinical Laboratory Science	Conference/Meeting Expense	Advance for Salt Lake City Conference 3/1-3/5	100.00
White, Peggy	01	Clinical Laboratory Science	Conference/Meeting Expense	Travel Reimbursement-Clinical Lab Conf 3/1-3/5	544.62
Wilkins-Lowe and Company	01	Other Institutional	Property & Casualty Insurance	Credit for Cancelled Boiler Policy	-3,315.00
	12	Risk Management	Worker's Compensation	98/99 Work Comp Audit	8,776.00

					5,461.00
Woodyatt, Kathryn	01		Accounts Payable	Student Refund	15.00
Worthington, Patrick	050600	Men's Basketball	Other Contractual Services	Game Worker for 2/26/00	15.00
Xerox Corporation	01	Other Institutional	Debt Principal Retirement	5100 Copier Lease Payment-Principal	371.41
	01	Other Institutional	Debt Principal Retirement	DC265 Copier Payment-Principal	404.08
	01	Other Institutional	Interest	5100 Copier Lease Payment-Principal	347.25
	01	Other Institutional	Interest	DC265 Copier Payment-Principal	340.57
	050200	Xerox Copier	Maintenance Services	5100 Copier Lease Payment-Principal	6.24
	050200	Xerox Copier	Maintenance Services	DC265 Copier Payment-Principal	54.89

					1,524.44

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Xerox Corporation	050200	Xerox Copier	Purchases for Resale	Paper	2,384.00
	050200	Xerox Copier	Purchases for Resale	Credit for Supplies	-395.00
	050200	Xerox Copier	Interest	Xerox 5042 Copier Lease Payment-Principal	3.52
	050200		Other Noncurrent Obligations	Xerox 5042 Copier Lease Payment-Principal	146.74
					2,139.26
YWCA Sterling-Rock Falls	01	College Relations	Advertising	Lane Sponsorship for "Bowl for Kid's Sake"	250.00
Yerly, John	010110	workforce prep	Consultants	Quality Technician Training-Raynor 7/9-12/10	1,960.00
Yocum, Denton M.	01		Accounts Payable	Student Refund	25.00
Youngren's Refrigeration Inc	01	Clinical Laboratory Science	Maintenance Services	Repair Refrigerator	137.35

BANK ACCOUNT TOTAL:

450,069.59

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	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Registration for Susan Vance 3/8 Conf	95.00
Ameritech	062031	Advance Technology Grant	Instructional Computer Equipment	CISCO 3640-Per Attached	1,224.96
Ameritech	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges for T1 Line Acct No 815Z99-21139925	253.41
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Claim No 9	420.00
Boca Raton Marriott	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel Room for 4/11, 4/16, 4/17 Conf-B Dalton	283.80
Bos, Keith A.	063020	Perkins IIc	Conference/Meeting Expense	Travel Reimbursement 2/15-2/24	44.85
Bumsted, Jeff	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2/00	10.40
Bureau Valley High School	063030	Perkins IIIE Tech Prep	Other	Claim No 1	1,600.67
Carbondale Comfort Inn	063011	Student Support Services Grant	Other Conference & Meeting	Lodging for SSS Trip to SIU 2/26-2/28	459.54
Chicago Women in Trade	063035	FED ISBE Post Sec Stud Trans Ini	Office Supplies	Education Guide & Resource Binder	400.00
Consolidated Management Co	062022	WFP- Ed to Careers	Instructional Supplies	Pop & Lunch for TGIF 1/28	121.30
	062022	WFP- Ed to Careers	Conference/Meeting Expense	Lunch for IAI 2/9	9.69
	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Breakfast for Mtg 2/16	152.00
					----- 282.99
Consulting Psychologists Press	062024	WFP- Career Services	Instructional Supplies	Start Kit Myers Briggs Type Indicator Form M61760	231.37
Copy Shop	063011	Student Support Services Grant	Printing	Printing of 8-Page Newsletter for January (350)	157.50
Cox, Doris	063045	ISBE Adult Ed- Performance Grant	Conference/Meeting Expense	Travel Reimbursement-COABE Conf 3/3-3/7	514.40
Creative Printing	062060	SOS VITAL Grant	Office Supplies	Business Cards for Linda Kim (500)	40.00
	063011	Student Support Services Grant	Office Supplies	Business Cards for Larry Jackson (1000)	70.00
					----- 110.00
Dixon Public Schools	063030	Perkins IIIE Tech Prep	Other	Claim No 3, 4, & 5	1,384.60
Funston, Terry L.	063011	Student Support Services Grant	Other Conference & Meeting	Registration Fees for WIU Open House	30.00
GTE Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charges for 1/00	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	65.10
					----- 341.10

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Hahne, Connie	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/6	22.75
Hall, Zollie W.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement 1/13-2/28	123.82
Hammack, Jim	063035	FED ISBE Post Sec Stud Trans Ini	Other Contractual Services	Stipend for 99/00 Student Initiative Activities	100.00
	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement for Mtg 2/16	5.85

					105.85
Hewlett-Packard	062032	Adv Tech- Technology Support Gra	Computer Software	Maintenance Agreement 58319816:7000SAUK210	730.00
Holiday Inn Rock Falls/Sterlin	063011	Student Support Services Grant	Other Conference & Meeting	Lunch for SSS Goal Assessment Mtg 2/28	45.57
Huseman, Amber L.	063011	Student Support Services Grant	Conference/Meeting Expense	Advance for AHEAD TRIO Training Conf 3/8-3/12	108.00
Illinois State University	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Registration for R Wilkin, A Johnson, J Wallace	420.00
Illinois State University	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	St Charles Conf Fee-Weaver, Fager & Peterson	420.00
Illinois State University	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Springfield Conf Fee-Frana, White, Sileven 6/13-14	420.00
Illinois State University	063020	Perkins IIc	Conference/Meeting Expense	Registration Fee for Perkin's Conf 6/12-6/14	35.00
Illinois State University	063020	Perkins IIc	Conference/Meeting Expense	Registration for Perkins Conf 4/10	35.00
					70.00
Illinois Student Assistance Co	062150	ISAC - Pilot	ISAC	MAP Grant Less Than 1/2 Time-Return of Excess Fund	45,000.00
Illinois/Iowa AHEAD	063011	Student Support Services Grant	Other Conference & Meeting	Membership Dues (4) for 2000	48.00
	063020	Perkins IIc	Instructional Supplies	Membership Fee for Keith Bos	12.00
					60.00
Jackson, Lawrence E.	063011	Student Support Services Grant	Conference/Meeting Expense	Advance for AHEAD Trio Conf 3/8-3/12	108.00
Jackson, Lawrence E.	063011	Student Support Services Grant	Other Conference & Meeting	Advance for SIU Trip 3/26-3/28	442.80
Kansas City Marriott Downtown	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel for AHEAD TRIO Conf 3/8-Amber Huseman	96.56
Kansas City Marriott Downtown	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel for AHEAD TRIO Conf 3/8-L Jackson	96.56
Kim, Linda A.	062060	SOS VITAL Grant	Conference/Meeting Expense	Travel Reimbursement-IACEA/COABE Conf 3/6	195.16
Landherr, Mary E.	063035	FED ISBE Post Sec Stud Trans Ini	Other Contractual Services	Stipend for 1999/2000	50.00
Landherr, Mary E.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2	16.25
Lewis-Barr, Laura J.	062043	ICCB Leadership & Core Values Gr	Conference/Meeting Expense	Airfare for 5/27-5/30 NISOD Conf	377.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2	20.15
Lipscomb, Lyle	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2	14.30
Longfellow, Richard	063035	FED ISBE Post Sec Stud Trans Ini	Other Contractual Services	Stipend for 99/00 P/S Stud Init Activities	100.00
	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement for Mtg 2/16	3.90

					103.90
Longfellow, Richard	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/3	3.90
Luker, Neal	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/6	21.45
MAEOPP	063011	Student Support Services Grant	Other Conference & Meeting	Membership Renewal Fees for B Dalton	60.00
Mahar, Sandra L	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2	16.25
Mathey, Barbara	063035	FED ISBE Post Sec Stud Trans Ini	Other Contractual Services	Stipend for 99/00 P/S Stud Init Activities	100.00
Mathey, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement-Mtg 3/2	26.00
Murray, Kris A.	062262	IBHE Virtual Campus	Instructional Supplies	Reimbursement for Books	190.75
Nunez, Steve C.	062043	ICCB Leadership & Core Values Gr	Conference/Meeting Expense	Airfare for Trip to Austin, TX 5/27-5/31	340.00
Ohio High School	063030	Perkins IIIE Tech Prep	Other	Claim No 15-19	876.35
Paper Direct Inc	063011	Student Support Services Grant	Office Supplies	Paper & Envelopes for Letters to Students	379.05
	063011	Student Support Services Grant	Instructional Supplies	Paper Supplies	411.90

					790.95
Pennsylvania State University	062262	IBHE Virtual Campus	Instructional Supplies	Subscription to American Journal of Distance Ed	75.00
Reighter, Patrice L.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement-NIU Dual Admissions Conf	32.88
Rock Falls High School	063030	Perkins IIIE Tech Prep	Other	Claim No 5	428.57
Rock River Printers	062022	WFP- Ed to Careers	Instructional Supplies	High School Visit Poster	260.00
Rodix, Inc	062022	WFP- Education to Careers Grant	Instructional Other Equipment	90 Plus Control (FC-90+)	279.00
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	69.96
	062050	SBDC Grant	Office Supplies	Open PO Service Contract for Copier	47.48
	063011	Student Support Services Grant	Maintenance Services	1/2 Copier Use for Jan 2000	38.13
	063011	Student Support Services Grant	Maintenance Services	Copy Trax Surge Protector	59.95

					215.52

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SCT Software & Resource Mgmt C	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Expenses for Banner Conference in San Francisco	135.00
SCT Software & Resource Mgmt C	062041	ICCB Tech Skills Enhancement Gra	Conference/Meeting Expense	Expenses for Banner Conference in San Francisco	135.00
SPRINT	062050	SBDC Grant	Telephone	Monthly Long Distance Charges	13.59
SVCC Educational Fund	062150		I/F Payable	Interfund Payment	2,533.50
	063012		I/F Payable	Interfund Payment	21,448.94
	063071		I/F Payable	Interfund Payment	141,706.77

					165,689.21
Sauk Valley Cinemas	063011	Student Support Services Grant	Other Conference & Meeting	170 \$5 Gift Certificates for SSS Students	850.00
Shippert, Stanley	062022	WFP- Education to Careers Grant	Conference/Meeting Expense	Travel Reimbursement-MRI Physics Update 2/12-2/17	1,500.00
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 2/29/00 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 2/29/00 Payroll	459.25
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds for 2/29/00 Payroll	119.90
					681.87
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds 3/15/00 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds 3/15/00 Payroll	459.24
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds 3/15/00 Payroll	119.89
					681.85
Stevens, Shirley A.	063042	ISBE Adult Education- GG	Other Supplies	Travel Reimbursement 12/6-2/10	44.95
Stevens, Shirley A.	063045	ISBE Adult Ed- Performance Grant	Conference/Meeting Expense	Travel Reimbursement-COABE Conf 3/3-3/8	584.10
Sunny Travel Center	063011	Student Support Services Grant	Conference/Meeting Expense	Airfare for B Dalton 4/11-4/18 Conf-Boca Raton, FL	280.00
Unique Computer	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	IBM 330 Disk Drive	495.00
	062032	Adv Tech- Technology Support Gra	Instructional Computer Equipment	Upgrade 9.1G-24HD/T Server 330 Storage	1,145.00
	062262	IBHE Virtual Campus	Instructional Supplies	Dreamweaver Software	99.00
					1,739.00
University of Oklahoma	064020	WIU Cross-Cultural Ed. Programs	Conference/Meeting Expense	NCORE Registration for A Gomez-Rodas	398.00
Vance, Susan E.	063035	FED ISBE Post Sec Stud Trans Ini	Conference/Meeting Expense	Mileage Reimbursement-2/16 Mtg	5.85
Vance, Susan E.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement-Workshop 3/8	230.63
Weaver, Cynthia	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 3/2	14.95

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White, Linley V.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Travel Reimbursement-2/9, 2/23-2/24	112.00
Wilkin, Richard	063035	FED ISBE Post Sec Stud Trans Ini	Other Contractual Services	Stipend for 99/00 P/S Stud Init Activities	100.00
Ziff-Davis Education	062041	ICCB Tech Skills Enhancement Gra	Office Supplies	Word 97 for Windows: Level 1	206.55

BANK ACCOUNT TOTAL: 234,033.01

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	050400	Bookstore	Purchases for Resale	Correctional Assessment, Casework & Counseling	151.80
Apple Computer Inc	050400		Equipment Maintenance Ins Claims	Computer	1,835.00
Baker, Steve	050400	Bookstore	Purchases for Resale	Consignment Sale	18.90
BarCharts, Inc	050400	Bookstore	Purchases for Resale	Charts	448.15
C2F, Inc	050400	Bookstore	Purchases for Resale	Supplies	313.87
Consolidated Freightways	050400	Bookstore	Purchases for Resale	Shipping Charges	507.21
Consolidated Freightways	050400	Bookstore	Purchases for Resale	Shipping Charges	50.79
Dewey, Shirley F.	050400	Bookstore	Conference/Meeting Expense	Travel Reimbursement-IACS Mtg 2/8/00	109.43
Douglas Stewart Company	050400	Bookstore	Purchases for Resale	Supplies	2,203.90
Douglas Stewart Company	050400	Bookstore	Purchases for Resale	Books	217.06
ENTEC, Inc	050400	Bookstore	Purchases for Resale	Supplies	2,060.53
Englewood Electric	050400	Bookstore	Purchases for Resale	Ref Manuals	250.00
Essex Computers	050400		Equipment Maintenance Ins Claims	Computer	3,409.81
Goodheart-Willcox Publishing	050400	Bookstore	Purchases for Resale	Autocad Books	1,186.92
Harcourt Brace & Company	050400	Bookstore	Purchases for Resale	Books	17,012.45
Harcourt Brace & Company	050400	Bookstore	Purchases for Resale	Books	3,357.37
Harper Collins Publishing	050400	Bookstore	Purchases for Resale	Books	168.60
Houghton Mifflin Co.	050400	Bookstore	Purchases for Resale	Books	2,007.18
Illinois Department of Revenue	050400		Sales Tax Payable	Late Payment Penalty	107.00
Industrial Press Inc	050400	Bookstore	Purchases for Resale	Die Design Fundamentals	163.34
Ingram Book Company	050400	Bookstore	Purchases for Resale	Books	768.94
International Business Machine	050400	Bookstore	Consultants	Maintenance Agreement for POS Terminal	239.99
JBH Technologies, Inc	050400	Bookstore	Purchases for Resale	Books	2,944.61
John Wiley & Sons, Inc	050400	Bookstore	Purchases for Resale	Library Books	2,364.06

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Lab Volt	050400	Bookstore	Purchases for Resale	Books	137.50
Labyrinth Publications	050400	Bookstore	Purchases for Resale	Welcome to the World of Computers 4.0	329.18
Login Brothers Book Company	050400	Bookstore	Purchases for Resale	Books	263.20
Mac Warehouse	050400		Computer Purchase Plan	4 Port Hub Zip	50.12
McGraw-Hill Companies	050400	Bookstore	Purchases for Resale	Books	34,713.53
Morton Publishing Co	050400	Bookstore	Purchases for Resale	Photographic Atlas for Botany Labs	197.08
NACSCORP	050400	Bookstore	Purchases for Resale	Books	6,694.82
National Food & Energy Council	050400	Bookstore	Purchases for Resale	Agricultural Wiring Handbook	35.40
Nebraska Book Company	050400	Bookstore	Consultants	Prism Pos Annual Maintenance Fee	1,000.00
	050400	Bookstore	Office Supplies	Books	68.85
	050400	Bookstore	Purchases for Resale	Books	2,331.93

					3,400.78
Nebraska Book Company	050400	Bookstore	Purchases for Resale	Books	27.50
Parker Hannifin Corporation	050400	Bookstore	Purchases for Resale	Industrial Pneumatic Technology	292.04
Pearson Education	050400	Bookstore	Purchases for Resale	Books	347.50
Penguin Putnam, Inc	050400	Bookstore	Purchases for Resale	Shakespeare Comedy of Errors	34.29
Prism Magnetics, Inc	050400	Bookstore	Purchases for Resale	Supplies	317.34
Productivity	050400	Bookstore	Purchases for Resale	Designing for Quality	59.80
Recycled Paper Greetings	050400	Bookstore	Purchases for Resale	Greeting Cards	154.50
Research and Education Associa	050400	Bookstore	Purchases for Resale	Quick Access Powerpoint 97	26.85
SBM Business Equipment Center	050400	Bookstore	Office Supplies	Office Supplies	298.03
Sequoia Publishing, Inc	050400	Bookstore	Purchases for Resale	Books	140.88
Spring Publications	050400	Bookstore	Purchases for Resale	Administration Fee for Printing Book	25.00
Springhouse Corporation	050400	Bookstore	Purchases for Resale	Books	604.50
Staywell/Krames	050400	Bookstore	Purchases for Resale	First Aid: Responding to Emergencies	206.76

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Thomson Learning	050400	Bookstore	Purchases for Resale	Books	896.25
VHPS	050400	Bookstore	Purchases for Resale	Books	8,136.30
Vantage Custom Classics	050400	Bookstore	Purchases for Resale	Shirts	548.18
W W Norton & Co, Inc	050400	Bookstore	Purchases for Resale	Books	378.00
Watson-Guptill Publications	050400	Bookstore	Purchases for Resale	Oil Painting Books	69.89
West Publishing Company	050400	Bookstore	Purchases for Resale	Il Crim Law & Proc 1999	542.40
Zondervan Publishing House	050400	Bookstore	Purchases for Resale	Books	82.28

BANK ACCOUNT TOTAL: 100,906.81

ALL ACCOUNTS TOTAL: 785,009.41