

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

Third Floor Board Room

May 22, 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**

April 30, 2000	\$194,179.68
May 15, 2000	\$197,640.07
- 5. Budget Report**
- 6. Board Policy 427.01 Sexual Harassment Policy Changes (Second Reading)**
- 7. Board Policy 510.01 Travel of College Personnel Changes (Second Reading)**
- 8. Paramedic Program Lab Fees**
- 9. Addendum to the SVCC-RVC Cooperative Agreement**

E. President's Report

- 1. Monthly Policy Reviews - 516.01, 517.01, 518.01**
- 2. Nursing Program Expansion (attached)**
- 3. Women's Tennis Team (attached)**
- 4. Men's Baseball Team (attached)**
- 5. Paul Simon Student Essay Contest Honorable Mention (attached)**
- 5. National Colloquium - Dr. Hecht**
- 6. Enrollment Update**

F. Financial Reports and Actions

- 1. Protection, Health, and Safety Project - HVAC Controls Bid**
- 2. Protection, Health, and Safety Project - Asbestos Removal Bid**
- 3. Emergency Telephones in Classrooms**
- 4. Tentative 2000 - 2001 Budget (First Reading)**

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

H. Personnel

- 1. Faculty Appointment - Speech and Political Science**
- 2. Faculty Appointment - English and History**
- 3. Faculty Appointment - English and American Culture**
- 4. Faculty Appointment - Music**
- 5. Faculty Resignation**
- 6. Faculty Early Retirement Request**

I. Other

None

F. Reports

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

G. Adjournment

Board of Trustees

June 26, 2000

July 24, 2000

August 28, 2000

ICCTA Monthly Meetings

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

SAUK VALLEY COMMUNITY COLLEGE BOARD OF TRUSTEES MEETING MINUTES

May 22, 2000

The Board of Trustees of Sauk Valley Community College met in regular session at 7 p.m. on May 22, 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:

Edward Andersen	Thomas Jensen
Robert Thompson	Nancy Varga
Pennie von Bergen Wessels	B.J. Wolf
William Simpson	Sean Bond

Welcome: On behalf of the Board, Chair Simpson welcomed the new Student Trustee, Sean Bond.

SVCC Staff:

- President Richard L. Behrendt
- Attorney Ole Bly Pace III
- Vice President Ruth Bittner
- Vice President Deborah Hecht
- Vice President Joan Kerber
- Director of College Relations Cal Lyons
- Secretary to the Board Marilyn Vinson

Consent Agenda: It was moved by Member Wolf and seconded by Member Thompson that the Board approve the Consent Agenda. It was then moved by Member Wolf and seconded by Member Andersen that the Board amend that motion and delete Item 7 from the Consent Agenda. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

It was moved by Member Wolf and seconded by Member Varga that the Board approve (Item 7) Board Policy 510.01 Travel of College Personnel for second reading. Discussion followed. It was then moved by Member Wolf and seconded by Member Varga that the Board amend this motion to include changing the wording on the second page of the policy – the scheduled time for lunch should read. . . “Prior to 11 a.m.” and re-submit this policy for second reading. In a roll call vote on the amended policy, the following was recorded: Ayes - Members Andersen, Jensen,

Thompson, Varga, Wolf and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Bond advisory vote: aye.

President's
Report:

President Behrendt reported on the expansion of the Associate Degree Nursing Program, the success of the women's tennis team at Nationals held in Tucson, Arizona, that the men's baseball team won the Region IV Championship for the first time in the history of the College, that Sauk student Bonnie M. Hvarre was one of two finalists chosen to receive Honorable Mention in the 2000 Paul Simon Student Essay Contest, that Vice President Hecht had been chosen to attend a summer colloquium on academic credentialing, and that summer enrollment to date was up 10.5% in credit hours.

Protection,
Health, and
Safety -
HVAC Controls
Bid:

It was moved by Member Andersen and seconded by Member Jensen that the Board approve the bid of Honeywell of Peoria in the amount of \$205,300 for the replacement of the temperature control system computer, with funds to be derived from the Protection, Health, and Safety Fund. In a roll call vote, the following was recorded: Ayes - Members Andersen, Jensen, Thompson, Varga, von Bergen Wessels, and Simpson. Nays - Member Wolf. Motion carried. Student Trustee Bond advisory vote: aye.

Protection,
Health, and
Safety -
Asbestos
Removal Bid:

It was moved by Member Wolf and seconded by Member Thompson that the Board approve the low bid of Air Care, Inc. in the amount of \$29,426 to remove the asbestos from Room 2K2, with funds to be derived from the Protection, Health, and Safety Fund. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Emergency
Telephones
in Classrooms:

It was moved by Member Andersen and seconded by Member Jensen that the Board approve the purchase of 83 digital telephones for SVCC classrooms from Lucent Technologies in the amount of \$39,143 with funding from the Liability, Protection, and Settlement Fund. In a roll call vote, the following was recorded: Ayes - Members Andersen, Jensen, Thompson, Varga, Wolf, and Simpson. Nays - Member von Bergen Wessels. Motion carried. Student Trustee Bond advisory vote: aye.

Tentative 2000 - 2001 Budget (First Reading):	It was moved by Member Thompson and seconded by Member Jensen that the Board approve for first reading the balanced Tentative 2000 - 2001 Budget. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.
Closed Session:	At 7:40 p.m. it was moved by Member Andersen and seconded by Member Varga that the Board adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, collective bargaining, and closed session minutes consideration. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.
Regular Session:	The Board returned to regular session at 7:55 p.m.
Closed Session Minutes:	It was moved by Member Andersen and seconded by Member Thompson that the Board approve the minutes of the April 24 closed session. In a roll call vote the following was recorded: Ayes - Members Andersen, Jensen, Thompson, Varga, von Bergen Wessels, and Wolf. Abstain - Member Simpson. Motion carried. Student Trustee Bond advisory vote: aye.
Faculty Appointments:	
Speech and Political Science:	It was moved by Member Wolf and seconded by Member Thompson that the Board approve the appointment of Paul R. Edelman as an Assistant Professor (Step 2) of Speech and Political Science, effective August 16, 2000, at a 10-month salary of \$29,823. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.
English and History:	It was moved by Member Jensen and seconded by Member Varga that the Board approve the appointment of Richard Eichman as an Assistant Professor (Step 1) of English and History, effective August 16, 2000, at a 10-month salary of \$29,039. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.
English and American Culture:	It was moved by Member Jensen and seconded by Member Varga that the Board approve the appointment of Dr. Randall Norris of Crossville, TN as an Associate Professor (Step 7) of English and American Culture, effective August 16, 2000, at a

10-month salary of \$38,081. In a roll call vote, all voted aye.
Motion carried. Student Trustee Bond advisory vote: aye.

Music: It was moved by Member Jensen and seconded by Member Thompson that the Board approve the appointment of Juel Iwaasa as an Instructor (Step 1) of Music, effective August 16, 2000, at a 10-month salary of \$25,885. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Faculty Resignation: It was moved by Member Andersen and seconded by Member Varga that the Board accept the resignation of Leon Hamlin, Assistant Professor of Criminal Justice. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

Faculty Early Retirement Request: The administration withdrew this agenda item.

Reports: Student Trustee Bond did not have a report.

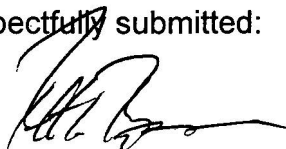
ICCTA Representative Thompson reminded the Board of the Annual Meeting to be held in Decatur on June 15, 16, and 17.

Foundation Liaison Andersen reported on the Single Moms donations, the Honors Scholarship luncheon, and the status of the student housing project.

Adjournment: Since the scheduled business was completed, it was moved by Member Varga and seconded by Member von Bergen Wessels that the Board adjourn. The next regular meeting will be held on June 26, 2000 at 7 p.m. in the Third Floor Board Room of the College. In a roll call vote, all voted aye. Motion carried. Student Trustee Bond advisory vote: aye.

The Board adjourned at 8:30 p.m.

Respectfully submitted:



Thomas W. Jensen, Secretary - *Per Term*
Robert J. Thompson

For Board Meeting of
May 22, 2000

Agenda Item D-6

**BOARD POLICY 427.01 SEXUAL HARASSMENT POLICY CHANGES
SECOND READING**

The changes to the Sexual Harassment Policy were approved for first reading at the April meeting and are now being submitted for second reading.

RECOMMENDATION: Board approval of the changes to Board Policy 427.01 Sexual Harassment for second reading.

PROPOSED CHANGES FOR SECOND READING

427.01 Sexual Harassment Policy

Changes are on p. 451 and p. 452

The College shall provide its employees and students an educational and employment environment free from unwelcome sexual advances by employees of the College, free from requests for sexual favors by employees of the College and free from other verbal or physical conduct by employees constituting sexual harassment as herein defined and as is otherwise prohibited by state or federal law.

1. **Definitions -**

A. "Sexual harassment" or "sexually harass" shall mean that term as defined by federal and state law, and, to the extent not inconsistent with federal or state law, shall mean:

(1) Unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when one or more of the following is present:

-Submission to or participation in such conduct is made, whether explicitly or implicitly, a term or condition of the individual's employment at the College;

-Submission to or rejection of such advances is used as a basis for employment decisions affecting such individual's employment at the College;

-Submission to or rejection of such advances is used as a basis for grades to be given a student for course work or for the extent or nature of work necessary to successfully complete course work;

-Submission to or rejection of such advances is used as a basis for a student's selection or participation in any College extracurricular activity.

- (2) Where unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidation, hostile, or offensive working environment.

B. "Aggrieved Party" shall mean any employee or student who believes he or she has been the victim of sexual harassment by an employee or at an employee's behest.

2. Sexual Harassment Officers (SHO) - The College shall designate two Sexual Harassment Officers (SHO). The Affirmative Action Officer shall be designated as one and the President shall appoint the other. There shall be equal gender representation. SHO shall have the responsibility to observe compliance with this policy, shall have such further responsibilities as are provided herein, and shall have such other related duties as may be assigned from time to time.

3. Sexual Harassment Committee (SHC) - The SHC shall include the members of the members of the Affirmative Action Committee, both Sexual Harassment Officers and the Coordinator of Personal Services.

A. Function -

1. The SHC shall monitor procedures and policies pertaining to sexual harassment.
2. The SHC shall monitor/provide an educational awareness program pertaining to sexual harassment.

B. Frequency of Meetings - the SHC shall meet at least once a year.

4. Violations of Policy - It shall be a violation of this policy for any person employed

by the College who is authorized to recommend or to take personnel actions affecting an employee, or who is otherwise authorized to transact business or to perform acts or services on behalf of the College to do any of the following:

- A. To sexually harass any student or employee of the College;
- B. To make sexual advances or to request sexual favors when submission to or rejection of such conduct is, either explicitly or implicitly, the basis for recommending, imposing, granting, withholding, or refusing terms and conditions that either favor or adversely affect an employee's condition of employment or a student's status;
- C. To recommend, impose, grant, withhold or refuse to take any personnel action consistent with his or her duties and responsibilities either because of sexual favors, or as a reprisal against an employee or student who has rejected or reported sexual advances or sexual harassment;
- D. To fail to take immediate corrective action in the event sexual harassment has occurred; and/or
- E. To create an intimidating, hostile, or offensive working environment by continuing to make unwelcome sexual remarks, unwelcome advances, unwelcome requests for sexual favors, or exposure of sexual organs, regardless of whether the person committing such conduct is in a position to adversely affect an employee's position of employment with the College.

5. Effect of Violation - Violation of this policy may result in the discipline of the employee or employees who have committed the act or acts of sexual harassment. Discipline may include discharge.

6. Responsibility of the College and of the Person Allegedly Affected by Sexual

Harassment - An employee, student, or other individual who is an aggrieved person shall take the following steps:

- A. An aggrieved person who feels comfortable in doing so should immediately inform the person engaging in sexual harassment that such conduct or communication is offensive unless stopped.
- B. If an aggrieved individual does not wish to communicate directly with the person whose conduct is offensive, or if an aggrieved individual has had direct communication with the offending party but that communication has been unavailing, then such aggrieved party should contact a SHO. In the absence of both SHO's, the aggrieved individual shall contact a member of the SHC. An aggrieved person alleging sexual harassment by the SHO or a failure of the SHO to take immediate action on the aggrieved person's complaint, shall contact the President of the College. In the event that the aggrieved person alleges that the President of the College is the person committing acts of sexual harassment, the aggrieved party shall contact the Chairperson of the Board of Trustees.
- C. Complaints of sexual harassment made to the SHO or a member of the SHC, or to the President of the College, or to the chairperson of the Board of Trustees shall be handled as follows:
 - 1. Investigation - The person receiving the report shall cause an investigation to be initiated within 24 hours. The investigation shall be conducted diligently and shall include at least the following:
 - a. Interview of the person making the complaint to determine facts, circumstances, and identity of witness.

- b. Interview of the person who allegedly committed the harassment and, as necessary and appropriate, interview of any witness to the events alleged.
- 2. Confidentiality - The matters learned in the investigation shall be kept confidential only to the extent consistent with needs to make disclosure to effect remediation or to protect the interests of the College.
- 3. Remedy
 - a. If in the judgement of the SHO, (or other person responsible for the investigation) it is more probably true than not true that the claimed sexual harassment occurred, the SHO or other responsible person shall, individually or with the SHC, as appropriate, promptly formulate and effect a proposed plan to remedy the harassment.
 - b. If the SHO or other person responsible for the investigation does not have the authority to effect the recommended resolution, the SHO shall make prompt report of the findings and of the recommended action to the President or, as appropriate, to the chairperson of the Board of Trustees. The appropriate officer or the Board of Trustees shall consider the proposed remedy, and shall impose discipline in accordance with the disciplinary policies of the College and take such other steps as are reasonably necessary to correct problems created by the sexual harassment.

THE FOLLOWING ADDITION (c.) WAS SUGGESTED BY THE SEXUAL HARASSMENT COMMITTEE AND APPROVED BY ATTORNEY PACE:

- c. The SHO (or other person responsible for the investigation) shall promptly serve written notice on the claimant and on the respondent of the action taken as a result of the investigation.

THE FOLLOWING ADDITION TO THE POLICY (4. Appeal) WAS RECOMMENDED BY ATTORNEY PACE AND APPROVED BY THE SEXUAL HARASSMENT COMMITTEE

4. Appeal - In the event either the person making the complaint or the person complained of wishes to appeal the decision reached pursuant to paragraph 6 C 3., such person may utilize the appeal provisions of the College's Affirmative Action Plan grievance procedures. For purposes of an appeal of a decision made pursuant to this policy, the decision of the SHO shall be equivalent to the decision of the Affirmative Action Officer under the Affirmative Action Plan and notice of the SHO's decision shall be equivalent to notice under the Affirmative Action Plan grievance procedure. On request by the person seeking to appeal, the SHO shall provide direction on means and necessary steps to make the appeal.
- D. When a complaint of sexual harassment does or will likely result in discipline of an employee, the SHO shall furnish a written report to the President of the College within ten days of the date the complaint of sexual harassment is first made to the SHO or appointed alternate, or to the SHC. Such report shall contain, at minimum:
- The date of the receipt of the complaint;
 - Identification of the complainant;
 - Identification of the party or parties and the action complained of including relevant background facts and circumstances;
 - A statement detailing the scope of the investigation that has been undertaken and the result thereof;
 - A statement of the corrective measures pursued including discipline imposed, the date such measures were undertaken and the results achieved; and

- Where possible, a written statement signed by the complainant detailing the conduct about which complaint is made.

E. Quarterly a report will be communicated by the SHOs to the President concerning the status of any complaints made of a sexual harassment nature.

7. Implementation - All levels of administration are responsible to implement practices for persons under their supervision which shall avoid sexual harassment. All members of administration shall correct and notify one of the SHO of any sexual harassment which occurs under their supervision. In addition, all members of the administration shall report any sexual harassment which they observe in other areas of the College to either SHO or to a member of the SHC. In the absence of both SHO and all members of SHC, the report shall be made to the President.

8. Non-Retaliation

A. Initiation of a complaint of sexual harassment will not adversely affect the aggrieved person's employment, compensation, or work assignments, or position as a student.

B. The College will not retaliate against any employee for utilizing the charge provisions of the Illinois Department of Human Rights, Illinois Human Rights Commission or Equal Employment Opportunity Commission.

9. Consensual Relationships

A. Perceived sexual harassment frequently occurs in a situation where there is a superior/subordinate relationship between the parties to the relationship. Such relationships exist between administrator and faculty or staff, between faculty member and staff member, between staff and students, or between faculty and students.

- B. In evaluating whether sexual harassment has occurred, the superior employee's perception of consent shall not be given greater weight than the student's or subordinate's assertion that the relationship was not one of mutual or voluntary consent simply because of the superior employee's position or status.
 - C. College employees who enter into a sexual or amorous relationship with a student or subordinate where a professional relationship exists shall recognize that, if a charge of sexual harassment is subsequently made, the student or subordinate will assert the relationship was not one of mutual or voluntary consent.
 - D. If an employee enters or seeks to enter into a sexual relationship with a student or subordinate when a professional relationship exists, and the student or subordinate brings any complaint or action against the College claiming sexual harassment, the College shall utilize all appropriate legal recourse against the employee to recover all costs, expenses, settlements, judgments, awards and attorneys fees incurred by the College in any way arising out of such claim or action.
10. A charge of discrimination may be filed with the Illinois Department of Human Rights. The Illinois Department of Human Rights investigates complaints of discrimination. If charges are found to have merit, a complaint of discrimination may be issued, leading to a hearing before an administrative law judge of the Illinois Human Rights Commission. A charge of discrimination, to be timely under Illinois law, must be filed within 180 days of the event complained of.

The Department of Human Rights can be contacted at the following addresses and phone numbers:

Illinois Department of Human Rights
222 South College, Room 101-A
Springfield, IL 62704
(217) 785-5100

Illinois Department of Human Rights
100 West Randolph Street, Suite 5-100
State of Illinois Building
Chicago, IL 60601
(312) 814-6200

The Illinois Human Rights Commission can be contacted at the following addresses and phone numbers:

Illinois Human Rights Commission
William G. Stratton Office Building
Room 404-A
Springfield, Il. 62706
(217) 785-4350

Illinois Human Rights Commission

32 West Randolph Street, Suite 5-100
State of Illinois Building
Chicago, Il. 60601
(312) 814-6269

08/26/91
11/22/93
11/28/94
6/25/98

For Board Meeting of
May 22, 2000

Agenda Item D-7

BOARD POLICY 510.01 TRAVEL OF COLLEGE PERSONNEL CHANGES
SECOND READING

Revisions to Board Policy 510.01 Travel of College Personnel were approved (with further revisions) at the April meeting and are now being submitted for second reading.

RECOMMENDATION: Board approval for second reading of revised Board Policy 510.01 Travel of College Personnel.

SECOND READING

Proposed changes are in italic.

510.01 Travel of College Personnel

A. Vice Presidents shall regulate travel within their respective offices subject to the limitations of the budget provided. Accountability for expenses incurred while traveling will be made by the individual, the responsible Vice President and the President, in accordance with procedures and forms issued by the Business Office and accepted accounting practices.

B. Reimbursement for college travel will be as follows:

1. In-district Travel

All personnel will regard their places of instruction or duty, as their regular places of work. No reimbursement will be allowed for travel from home to the regular place of work or duty. Logs will be kept of all in-district travel, and reimbursement must be approved by the *President*,
at least
Vice Presidents and Deans. Logs will be turned in ~~in~~ monthly for reimbursement claims for in-district travel.

2. Out-of-district Travel

Out-of-district travel requires prior approval initiated by proper written request, unless performed under emergency conditions. 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, *Reasonable* expenses over *these allowances* 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, and with the approval of the appropriate Vice President and the President. No reimbursement will be provided for the purchase of alcoholic beverages.~~

Meal allowances up to \$25 per day will be reimbursed as per the following schedule:

Meals	Leave Home	Return	Amount
		Home After	
Breakfast	Prior to 7 a.m.	10 a.m.	\$5.00
Lunch	Prior to 11 p.m.	2 p.m.	7.00
Dinner	Prior to 4 p.m.	7 p.m.	13.00

No food reimbursement will be made in connection with travel of less than three hours duration. Costs of banquets or special meals may be included as the actual costs of the occasion in lieu of the per diem and/or per meal cost.

Lodging is to be reimbursed by receipts to be submitted.

Reimbursement on fares for public transportation will be based on the actual tax exempt fare.

On July 1 of each year, the rate of reimbursement when using personal automobiles for college travel will be adjusted to reflect the current IRS tax deduction rate. When staff members travel together by automobile, mileage will be claimed by the owner of the car. Personal credit cards may be used, but copies of the bills must be provided when reimbursement claims are made. Dependents traveling with college

personnel are not eligible for any reimbursements. All expenses to be reimbursed must be based on receipts submitted with the exception of mileage, some meals (see explanation), cab fares, and tolls for bridges, highways, etc.

C. Any member of the faculty or staff who is acting as host *for a* guest of the College will act in such capacity upon the request of the President or Vice Presidents. Arrangements for lodging, transportation, and meals may be requested for such guests, and the responsible individual will attend to proper billing and all other elements of concern. The acting host will also attend to arranging for introductions, local transportation, and other kindly considerations which will assure the guest of the college's interest in *his/her* comfort and well-being.

All authorized out-of-pocket expenses incurred by the designated host will be reimbursed if they are incurred in connection with *his/her* function in that capacity.

10/22/80

4/1/81

3/27/89

2/26/90

3/27/00

For Board Meeting of
May 22, 2000

Agenda Item D-8

PARAMEDIC PROGRAM LAB FEES

The administration is recommending lab fees for the courses in the Paramedic Program.


RECOMMENDATION: Board approval of lab fees as indicated for the Paramedic Program.

SAUK VALLEY COMMUNITY COLLEGE INSTRUCTIONAL SERVICES

MEMORANDUM

DATE: April 25, 2000

TO: Dr. Richard L. Behrendt

FROM: Dr. Deborah Hecht 

RE: Recommendation for Lab Fees for the Paramedic Program

Attached is Rosemary Johnson's recommendation for lab fees for the paramedic program. I am in agreement with her recommendation and I am requesting approval by the SVCC Board of Trustees.

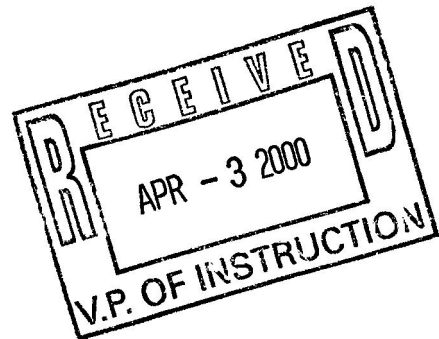
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Sauk Valley Community College

Health Careers Education

Memorandum



To: Dr. Deborah Hecht
From: Rosemary Johnson *[Signature]*
Date: April 3, 2000
Subject: Recommendation for Lab Fees for Paramedic Courses

I am recommending that we attach a lab fee to the following courses for the Paramedic Program:

EMS 106 EMTI/Paramedic I fee \$50.00

Rationale: The students learn to start an IV during this course. Each student will need to have the following items:

3 sets of primary IV tubing	\$12.30
8 angiocaths	\$11.50
4 safetylok syringes	\$00.76
10 4x4s	\$00.71
3 500 cc IV bags	\$26.21
Total	\$51.48

The students will also use other items when learning to start IVs such as Band-Aids, alcohol swabs and betadine swabs, and gloves.

EMS 111 Paramedic II fee \$10.00

Rationale: The students will learn to administer medications. Students will use varying amounts of equipment for practice; commonly each student uses 3-4 of each item.

Syringes	\$00.15 each
Ampoules	\$00.65 each

Single dose vials	\$00.31 each
Insulin vials	\$01.37 each
10-cc multi-dose vials	\$00.45 each
20-cc multi-dose vials	\$00.53 each
Filter Needles	\$00.25 each
Vial access cannulas	\$00.40 each
Syringe cannulas	\$00.40 each

In addition, students will use gloves, alcohol wipes and Band-Aids.

I would appreciate your consideration of this recommendation. If you have any questions, please contact me.

For Board Meeting of
May 22, 2000

Agenda Item D-9

ADDENDUM TO THE SVCC - RVC COOPERATIVE AGREEMENT

Rock Valley College is requesting the following amendment to the Joint Education Agreement between Sauk Valley Community College and Rock Valley College:

Add the following:	Surgical Technology Certificate Welding Technology (AAS and Certificate)
Delete the following:	Library/Media Technical Assistant (AAS and Certificates) Materials Management (AAS and Certificates) Pharmacy Technology (Certificates) Respiratory Care (Certificate)

RECOMMENDATION:	Board approval to amend the Joint Education Agreement between Sauk Valley Community College and Rock Valley College as indicated above.
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COPY

**SAUK VALLEY COMMUNITY COLLEGE
INSTRUCTIONAL SERVICES**

MEMORANDUM

DATE: March 27, 2000
TO: Dr. Richard L. Behrendt
FROM: Dr. Deborah Hecht *Deborah*
RE: Addendum to the SVCC RVC Cooperative Agreement

Attached is a letter from Rock Valley College requesting discontinuation of Library/Media Technical Assistant (AAS and Certificates), Materials Management (AAS and Certificates), Pharmacy Technology (Certificates), and Respiratory Care (Certificate). RVC would like to add Surgical Technology (Certificate) and Welding Technology (AAS and Certificates) to the agreement. I recommend approval of this addendum.

js



March 14, 2000

Sauk Valley College
Zollie Hall
Business, Technology & Natural Sciences
173, IL RT 2
Dixon, IL 61021-9112

Dear Zollie:

Enclosed is an executed copy of addendum to the Sauk Valley Community College/Rock Valley College cooperative agreement.

Discontinued:

- Library/Media Technical Assistant (AAS and Certificates)
- Materials Management (AAS and Certificates)
- Pharmacy Technology (Certificates)
- Respiratory Care (Certificate)

Adding:

- Surgical Technology (Certificate)
- Welding Technology (AAS & Certificates)

Please return an executed copy for our records.

Sincerely,

A handwritten signature in cursive script, reading "Diane Kuehl".

Diane Kuehl
Director of Academic Planning

DK/sp

enc.



ADDENDUM TO A JOINT AGREEMENT

BETWEEN

SAUK VALLEY COLLEGE
AND
ROCK VALLEY COLLEGE

This amendment to the Joint Education Agreement between Sauk Valley College and Rock Valley College is entered into this 24th day of January 2000.

BY: ROCK VALLEY COLLEGE

add: Surgical Technology Certificate
Welding Technology (AAS and Certificate)

delete: Library/Media Technical Assistant (AAS and Certificates)
Materials Management (AAS and Certificates)
Pharmacy Technology (Certificates)
Respiratory Care (Certificate)

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date and year first above written.

BOARD OF TRUSTEES, SAUK VALLEY COLLEGE
COLLEGE DISTRICT NO. 506

Chairperson of the Board or Trustees

President

Date: _____

BOARD OF TRUSTEES, ROCK VALLEY COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 511


Chairperson of the Board or Trustees


President

Date: _____

516.01 Drug-Free Workplace Policy

In accordance with P.L. 100-690, the Drug-Free Workplace Act of 1988, it is the policy of Sauk Valley Community College that its workplace be drug-free.

1. A Notice to Employees complying with the provisions of the Drug-Free Workplace Act of 1988 shall be distributed to each employee of the College.

NOTICE TO EMPLOYEES REGARDING
DRUG-FREE WORKPLACE

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in campus buildings, on campus grounds, or in any other workplace designated for College employees.

Within thirty (30) days of receiving notice of a violation of paragraph 1 (above) the College shall institute appropriate disciplinary action. This action could include, but is not limited to, dismissal. The College may also require an employee who violated this policy to participate satisfactorily in an employee assistance program or a substance abuse assistance or rehabilitation program.

As a condition of his or her employment, each employee shall abide by the terms contained in this Notice.

Employees, as a condition of employment, are required to notify the College of any criminal drug conviction resulting from a violation occurring at the workplace no later than five (5) days after conviction.

The College shall notify the appropriate federal agency from which it receives grant monies of an employee conviction within ten (10) days after receiving notice of such a conviction.

For the purpose of this Notice, the following definitions shall apply:

- A “controlled” substance: is one (1) which is legally obtainable; (2) which is being used in a manner different from that prescribed; or (3) which is legally obtainable but has not been legally obtained.
- A “conviction” is defined as a finding of guilt (including plea of no contest) or imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug statutes.

2. A drug-free awareness program shall be developed which will inform its employees of the following:

- A. The dangers of drug abuse in the workplace;
- B. The College’s policy of maintaining a drug-free workplace;
- C. Any health or drug abuse agency which provides drug counseling, rehabilitation, and assistance programs; and
- D. The penalties that may be imposed for drug abuse violations occurring in the workplace.

3. The College shall continue to maintain a drug-free workplace through the continued implementation of both this policy and the provisions of the Notice to Employees.

517.01 Campus Security

1. Federal law obligates the College to provide certain information relating to campus security. The Vice President of Administrative Services or his/her designee is assigned the principal responsibility to assure the College remains in compliance with federal law.

2. The College shall collect the information described below with respect to campus crime statistics beginning September 1, 1991, on the following crimes or offenses:

- A. Murder
- B. Sex Offenses; forcible or non-forcible
- C. Robbery
- D. Aggravated Assault
- E. Burglary
- F. Motor Vehicle Theft
- G. Liquor Law Violations
- H. Drug Abuse Violations
- I. Weapons Possession

For items A through F, the statistics shall include the most recent school year and the two preceding school years for which data is available for offenses alleged to have occurred on campus and reported to the College security authorities or the local police agencies. As to items G through I, statistics shall be kept for arrests made offenses alleged to have occurred on campus.

3. Each September 1, thereafter, the administration shall prepare, publish and distribute “an annual security report” to all current students and employees, and to any applicant for enrollment or employment who request the report. The annual security report shall contain the following information with respect to the College:

A. A statement of current College policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the College's response to such reports.

B. A statement of current policies concerning security and access to campus facilities, and security considerations used in the maintenance of campus facilities.

C. A statement of current policies concerning campus law enforcement, including: (1) The enforcement authority of any security personnel at the College, with the working relationship between the College and state and local police agencies; and (2) Any College policies which encourage accurate and prompt reporting of all crimes to appropriate police agencies and to any campus security personnel.

D. A description of the type and frequency of programs designed to inform students and employees about campus security practices and procedures and those programs which encourage students and employees to be responsible for their own security and the security of others.

E. A description of any program designed to inform students and employees about the prevention of crimes.

F. The statistics regarding crimes or offenses described in clause 2 above.

G. The statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off campus student organizations which are recognized by the institution, and that are engaged in by students attending the College.

H. A statement of College policy regarding the possession, use and sale of alcoholic beverages and enforcement of applicable and underage drinking laws.

I. A statement of the College policy regarding the possession, use and sale of illegal drugs and enforcement of applicable controlled substance laws.

J. A description of any drug or alcohol abuse education programs that exist as otherwise required by federal law.

K. A copy of the College's policy regarding sexual assault programs aimed at

the prevention of sexual offenses, and the procedures to be followed once a sex offense has occurred.

4. The administration shall make timely reports to students and employees regarding crimes described in clause 2 (A) to 2 (I) above that are considered to be a threat to other students and employees. The reports will be given in a manner which will aid in the prevention of similar occurrences.

5. The statistics required in Clause 2 above shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, and the Federal Bureau of Investigation and the modifications in such definitions as is done pursuant to the Federal Hate Crimes Statistics Act.

7/27/92

11/22/93

11/28/94

518.01 Student Sexual Assault Policy

A. General Policy

1. Unwelcome physical sexual contact with any student or employee by any person is absolutely prohibited. Any student or employee who makes an unwelcome physical contact shall be subject to College discipline up to and including expulsion or discharge.

2. During regular hours after dark at the College when students, employees, or guests of the College are expected to be present, the College, parking lots, and access ways from the parking lots to the College building shall remain lighted.

B. Information For Students On Sexual Crimes

1. The Administration shall, from time to time, but at least annually, obtain information from appropriate law enforcement agencies regarding effective methods for the prevention of sexual offenses, and shall plan and implement such methods as may be reasonably accomplished by the College.

2. Any employee or students who claims to have been the victim of sexual assault shall promptly report the assault to any College administrator. Administration shall promptly contact appropriate law enforcement agencies through the offices of the Vice President of Student Services. The Vice President of Student Services shall take steps as are requested by law enforcement to preserve evidence and to memorialize the report.

3. Any employee or student who claims to be the victim of sexual assault may, at the individual's option, notify law enforcement authorities directly, or may request the administration of the College to assist the individual in such activity. Any such request for assistance shall be coordinated through the office of the Vice President of Student Services.

D. Counseling For Victims of Sexual Assault

The administration shall provide information, at least annually, to the students regarding counseling, mental health or student services available for victims of sexual assault, both on campus and in the Sauk Valley Community College area.

E. Disciplinary Action

1. In the event of College disciplinary action for alleged sexual assault, a student alleged to be involved in a sexual assault shall be subject to campus discipline under and in accordance with student disciplinary policies. At any student disciplinary proceeding involving sexual assault;

- The accuser and the accused are entitled to the same opportunities to have others present;
- Both the accuser and the accused shall be informed of the outcome of any proceeding brought involving sexual assault.


2. Student discipline may include immediate expulsion from school, suspension, or reprimand, depending upon the conduct involved.

Sauk Valley Community College

Health Careers Education

Memorandum

To: Dr. Deborah Hecht

From: Rosemary Johnson 

Date: April 19, 2000

Subject: Increase Enrollment for ADN Program

In response to the request to increase enrollment in the ADN Program, I would recommend that we admit ten more students. This would add a third lab/clinical group and bring the class size to thirty. We could accommodate these students with one part-time instructor for the first year. Of course, we would need to hire a masters prepared nurse in order to meet state requirements. The load for this instructor would be as follows:

First semester

NRS 129 – 1.5

NRS 130 - 5.5

Total 7

Second semester

NRS 133 - 8

If those students were retained throughout the second year, a part-time instructor would be needed for the courses and load hours listed below.

Third semester

NRS 230 - 11

NRS 237 - 7

Fourth Semester

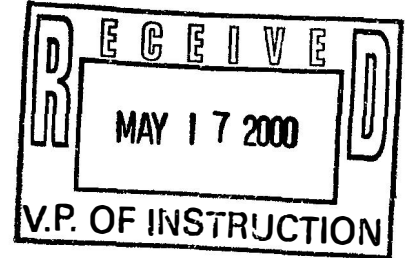
NRS 235 – 11

If you have any questions, please contact me.

**ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION**

May 15, 2000

Bonnie M. Hvarre
390 N.E. Avenue
Amboy, IL 61310



Dear Bonnie:

Thank you for your participation in ICCTA's 2000 Paul Simon Student Essay Contest. This year we received a total of 25 entries from community colleges around the state.

The ICCTA Public Relations Committee met on May 13 to determine the statewide winner from among the essays submitted. Although we selected another entry as the winning essay for this year, you were only one of two finalists chosen to receive Honorable Mention. Congratulations!

Please accept the enclosed certificate as a token of our appreciation for your interest and support of Illinois community colleges. We wish you the best in your educational pursuits.

Sincerely,

Mike Sullivan
President

Enclosure



THE ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION

*hereby presents
this Certificate of Recognition to*

Bonnie M. Hvarre

Sauk Valley Community College

*For Winning Honorary Mention in the
2000 Paul Simon Student Essay Contest*

For Board Meeting of
May 22, 2000

Agenda Item F-1

PROTECTION, HEALTH, AND SAFETY PROJECT

HVAC CONTROLS BID

The College received four sealed bids for the temperature control replacement project which was approved as a Protection, Health, and Safety Project by ICCB. The administration is recommending that the Board approve the bid from Honeywell (Peoria, IL) in the amount of \$205,300.

RECOMMENDATION: Board approval to accept the bid from Honeywell of Peoria in the amount of \$205,300 for the replacement of the temperature control system computer, with funds to be derived from the Protection, Health, and Safety Fund.



TO: Dr. Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: May 10, 2000

SUBJECT: Bid for Protection, Health, and Safety Project

At its October, 1999 meeting, the Board approved the replacement of the temperature control system computer, interconnecting wiring, software and interface panels. The College received approval from ICCB for this project in the amount of \$329,076 (including contingency and engineer/architect fees), to be paid out of the Protection, Health and Safety Fund.

After due advertisement, the College received four sealed bids for the temperature control replacement project. The bid opening information is below. The low bid of \$182,000 from Tech Solutions (Morton, IL) does not meet bid specifications (see attached). Therefore, the next low bid to meet specifications is \$205,300 submitted by Honeywell (Peoria, IL).

I recommend acceptance of the bid of \$205,300 from Honeywell (Peoria, IL) for the temperature control replacement project, with funds to be derived from the Protection, Health, and Safety Fund.

Bid Opening Date: May 10, 2000

Bid Opening Time: 2:30 p.m.

Present for Bid Opening: Ruth Bittner, Jim Frederick, Nancy Breed, John Bouse (Gage Engineers) and representatives from Johnson Controls, Trane, Technical Solutions, and Honeywell

<u>Name of Bidder</u>	<u>Total Base Bid</u>
Honeywell Peoria, IL	\$205,300
Johnson Controls Calumet City, IL	209,981
Trane Co. Davenport, IA	249,644
Tech Solutions Morton, IL	182,000



May 15, 2000

Ms. Ruth Bittner
Vice President for Business Affairs
Sauk Valley Community College
173 Illinois Route 2
Dixon, IL 61021

Re: Temperature Control Replacement Project
Gage # 00002

Dear Ms. Bittner:

Sealed bids were received and opened for the above mentioned project. A summary of the bids is as follows:

Technical Solutions	\$ 182,000.
Honeywell	\$ 205,300.
Johnson Control	\$ 209,981.
Trane Co.	\$ 249,644.

The approved ICCB budget for this work is \$ 277,000.

Enclosed is page 15900-1 of the project specifications. Section 1.03 Manufacturer, requires that the contractor be a local factory-owned branch office of one of three manufacturers. The specification excludes independent contractors from being awarded the project.

The intention of the specification was to limit the bidders to the major equipment manufacturers. We believe that it is in the best interest of the college to have the controls installed by a company that has been in the business for a long period of time. We also believe that those companies that have been in business for a long time have the best chance of being in business in the years to come.

The low bid was submitted by Technical Solutions of Morton, Illinois. They intend to install Honeywell equipment, but are not a branch office of the Honeywell Corporation. Because they do not meet the specification, we would not recommend awarding the contract to them. In addition, Technical Solutions did not submit references, did not attend the prebid conference nor did they visit the site during the bidding period as did the other contractors.

In our opinion, the lowest qualified bidder would be the Honeywell Corporation, of Peoria. We have called each of the references supplied by Honeywell, but have not heard from those references yet. We will forward the results of our findings as soon as possible. Because their bid is within the approved budget and they meet the project specifications, we see no reason not to award the contract to Honeywell.

If you have any questions regarding any of these items, please do not hesitate to contact this office.

Yours truly,
Gage Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read "John Bouse", written in a cursive style.

John C. Bouse P.E.
President

SECTION 15900 – TEMPERATURE CONTROLS

1.00 PART 1 - GENERAL

1.01 RELATED DOCUMENTS:

- A. Conform to all applicable provisions of Section 15050.
- B. Refer to the project drawings for Sequence of Operations and Point Lists.

1.02 DESCRIPTION OF WORK:

A. Facilities Management System:

1. Furnishing and installing a complete direct digital temperature control and facilities management system (FMS) with pneumatic actuation.
2. Furnishing and installing all control devices, valves, instruments, and the like as herein specified and as required to comply with required sequences of automatic control and Point List.
3. Furnish and installation of all wiring for all network control units, network expansion units, application specific controllers, operator work stations, network terminals, communications bus, exhaust fans, constant volume fan systems, multi-zone fan systems, heat exchanger systems, chiller systems, system pumps, and input/output devices. All wiring to comply with local and national electric codes.
4. Furnishing adequate supervision on all work performed for him by others to ensure proper operation and the neatest and best possible arrangement.
5. Testing, operation and maintenance of system as herein specified.
6. Training of maintenance personnel as herein specified.

1.03 MANUFACTURER:

- * A. Digital control and facilities management system shall be manufactured and installed by the local factory-owned branch office of one of the following acceptable manufacturers:
 - Johnson Controls, Inc.
 - Honeywell, Inc.
 - Siemens Building Technology
- * B. The system shall be physically installed under the direct supervision of the temperature control manufacturer. Bids by independent contractors, wholesalers and franchised dealers will not be accepted. Bids by other firms or contractors proposing to provide either of the acceptable manufacturers equipment will not be accepted.
- * C. Bids by independent contractors or suppliers proposing to provide the listed acceptable manufacturers' equipment and/or material will not be accepted.

For Board Meeting of
May 22, 2000

Agenda Item F-2

PROTECTION, HEALTH, AND SAFETY PROJECT

ASBESTOS REMOVAL BID

The College received two sealed bids for the removal of asbestos from Room 2K2. The administration is recommending the Board accept the low base bid from Air Care, Inc. of Bartonville, IL.

RECOMMENDATION: Board approval of the low bid of Air Care, Inc. in the amount of \$29,426 to remove the asbestos from Room 2K2, with funds to be derived from the Protection, Health, and Safety Fund.

MEMORANDUM

TO: Dr. Richard Behrendt

FROM: Ruth Bittner *RB*

DATE: May 16, 2000

SUBJECT: Bid for Protection, Health, and Safety Project

At its October, 1999 meeting, the Board approved the removal of the asbestos from Room 2K2. The College received approval from ICCB for this project in the amount of \$74,800 (including contingency and engineer/architect fees), to be paid out of the Protection, Health and Safety Fund.

After due advertisement, the College received two sealed bids for the Asbestos Abatement project. The bid opening information is below. The low base bid of \$29,426 from Air Care, Inc. (Bartonville, IL) meets bid specifications.

I recommend acceptance of the bid of \$29,426 from Air Care, Inc. (Bartonville, IL) for the asbestos abatement project, with funds to be derived from the Protection, Health, and Safety Fund.

Bid Opening Date: May 12, 2000

Bid Opening Time: 1:30 p.m.

Present for Bid Opening: Jim Frederick and Nancy Breed

Name of Bidder
Air Care, Inc.
Bartonville, IL

Total Base Bid
\$29,426

Sentry
Gibson, IL

36,860

**CLARK ENGINEERS, INC.**

May 16, 2000

Mr. James Frederick
Sauk Valley Community College
173 IL Route 2
Dixon, IL 61021

RE: 2K2 Asbestos Abatement
CE Job Number: SAUK0005

Dear Jim:

As requested, we have reviewed the bids submitted and have found both Bidders to be in compliance with the requirements outlined for submission of bids. You also indicated that both Bidders did submit a Bid Deposit in the amount of 5% of their bid.

Based on our review, it appears that the apparent low bidder, E.J. Jones DBA Air Care, Inc., has fully responded in accordance with the bid requirements. The cost listed on their Bid sheet is \$29,426.00. The original estimate for the work which was prepared prior to design did not include abatement of the pipe insulation nor special protection for various features in the room which were added during detailed design of the project. The original estimate was \$23,280.00. The low bid was \$6,146 above the estimate but can be accounted for by the additional work added after the estimate was prepared. As a result, the cost appears to be consistent with the work described in the Bid Documents.

In addition, the various other portions of the project which are to be handled on a separate basis due to the small size and wide variety of work required are: re-installation of the smoke detector system (estimated cost approximately \$1,500), re-installation of the lighting (estimated cost approximately \$1,000), re-insulation of the piping (estimated cost approximately \$1,000), re-installation of the acoustical material (estimated cost approximately \$7,500), and re-painting of the ceiling (estimated cost approximately \$1,500). This work is to be completed by obtaining quotes from approximately three providers of said services. The quotes will be evaluated by College personnel prior to acceptance. The sum total of all of the said services is estimated to be approximately \$12,500.

The construction cost for the asbestos abatement and minor re-modeling is \$29,426 plus an estimated \$12,500 for a total of approximately \$43,000.

If you have any questions regarding this information, please feel free to call.

Sincerely,

CLARK ENGINEERS INC.

Mark J. Otten, P.E.
Senior Project Manager

MJO:hlo

File: L:\SAUK0005\WPF\saukbidltr.wpd

Phoenix, AZ	Bloomington, IL	Chicago, IL	Peoria, IL	Salem, IL
<input type="checkbox"/> Clark Engineers, Inc.			phone: 309.676.8464	<input type="checkbox"/>
<input type="checkbox"/> 111 NE Jefferson Ave.		www.clarkeng.com	fax: 309.676.5445	<input type="checkbox"/>
<input type="checkbox"/> Peoria, IL 61602			clarkeng@clarkeng.com	<input type="checkbox"/>

For Board Meeting of
May 22, 2000

Agenda Item F-3

EMERGENCY TELEPHONES IN CLASSROOMS

At the February meeting, the administration, along with the Safety and Loss Control Committee, made a recommendation to install emergency telephones in 83 classrooms and pay for them from the Liability, Protection and Settlement Fund. We are enclosing more information and re-submitting this request.

RECOMMENDATION: Board approval to purchase digital telephones for classrooms from Lucent Technologies in the amount of \$39,143 with funding to come from the Liability, Protection, and Settlement Fund.



TO: Richard Behrendt

FROM: Ruth Bittner *REB*

DATE: May 1, 2000

SUBJECT: Emergency telephones in the classrooms

The Safety and Loss Control Committee is recommending that the College place a digital telephone in each classroom for safety purposes. Members of the committee are Keith Bos (Student Needs Coordinator), Russ Damhoff (Director of Athletics), Curt Devan (Coordinator of Personnel Services), Jerry Frana (Associate Professor of Machine Tool), Jim Frederick (Director of Buildings and Grounds), Rosemary Johnson (Director of Health Careers Education), Michelle Mendoza (Print Shop Supervisor), Scott Seeley (Campus Security Lead), Roger Warrenfeltz (Maintenance Mechanic), and Therese Wood (Biology/Chemistry Faculty Assistant).

Currently building occupants at Sauk learn of emergencies from security and maintenance personnel who walk through the building with megaphones. As primitive as this is, worse yet is that there is no simple or quick way for building occupants to communicate the other way - to call for help with an emergency in their classrooms. Instead, they must send someone out to locate either a staff member or a telephone.

It would only take one incident of serious injury or loss of life in which slow communications played a part to raise legitimate questions about why the College hadn't taken precautions ahead of time. During the past year the Safety and Loss Control Committee has discussed various methods of improving Sauk's internal emergency communications. The option that emerged as the top choice is to place a telephone in each room.

The committee is especially concerned about situations in which part-time faculty teaching at night need help with a medical emergency or other disruption in their classrooms. Unlike a common school, Sauk is an open building. The doors are unmonitored, and many people enter and exit the building throughout the day. Other than full-time staff, most people are here for just a few hours a week. At night especially, staffing is thin and the building population consists mostly of students in class and some infrequent visitors. Part-timers and students generally don't know the building or evening staffing patterns well enough to find or call for help quickly.

As a solution, instituting emergency training and written instructions for part-time faculty was considered, but the committee feels that infrequency of use and the panicky atmosphere of an emergency might render such measures ineffective. It is felt instead that having a telephone or other two-way communications device readily at hand is the best option.

We considered recommending repairs to and expansion of the public address system but rejected that for the following reasons. First, the speakers once covered the whole building but no longer do, since walls have been moved since the system was first installed. Twenty-seven specific areas have been identified as being out of range of the PA speakers. Second, the junction box containing critical wiring for the system was damaged last year when water infiltrated it, so the electronics no longer work. Third, the base unit amplifier and paging system equipment is dated, with parts that can no longer be replaced easily. Fourth, people would have to learn and then remember how to use the system, since it's not as familiar as simply picking up a telephone and dialing "0" or "911." Finally – and most importantly - the public address system has no capability for two-way communications or for calling outside the College, a critical need for hours when the switchboard is not staffed.

We considered placing a few telephones in strategic locations around the building but rejected that for the following reasons. First, people in an emergency situation would first have to find the phones. Second, they would have to leave their room to use the phones, which could be a problem in a medical emergency. Third, people in classrooms with closed doors might not hear announcements made through the telephones' speakers if the phones were in the hallway. Fourth, new wiring for the phones would need to be installed. Fifth, if a situation called for quiet notification of people in classrooms, hallway telephones would not work.

Placing a digital telephone in each classroom emerged as the best solution. Digital telephones include two useful emergency features that the committee feels are critical - the ability to make broadcast announcements through one-way speaker phones and the ability to limit dial-out capabilities to either 911 or internal lines only. These two features are available only with digital phones, not analog. The advantages of this solution are as follows. First, people in classrooms could locate the telephone quickly. Second, they would be able to call for help without leaving the room. Third, they could hear general announcements made through the speaker. Fourth, wiring is already in place in all Sauk classrooms because of the electronic infrastructure project completed a few years ago, so installation is simple. Fifth, the system would reach all instructional areas of the building.

I surveyed the Illinois community college business officers to determine how other schools communicate in emergencies and received nine responses as follows.

Danville – Considering 911 emergency alarm buttons in each classroom.

Dupage – Has a phone in each classroom.

Heartland – Plans to have a phone in each classroom in their new facility.

Illinois Valley – Megaphones and people; considering programmable speakers.

Lakeland – Megaphones and people; looking to improve.

Morton – Intercom system.

Oakton – Has a speaker in each classroom.

Prairie State – Megaphones and people.

Southeastern – Megaphones and people; looking to improve.

We investigated the cost of purchasing 83 digital telephones plus related software, circuit boards, installation and warranty. The telephones must be Lucent in order to work with our system, and used equipment is not a viable option because of the risks of unreliability and difficulty in obtaining replacement parts. Lucent equipment of this type is sold only directly through Lucent rather than through dealers, so Lucent Technologies is a sole source supplier. The price for digital phones is \$39,143 (telephones \$11,915; software ports, station cards, project design and warranty \$22,813; and installation \$3,375).

We also investigated the price of analog phones, despite their inability to receive speaker announcements or be programmed to limit outgoing calls. An analog system would cost \$35,351, a savings of only \$3,792.

It is recommended that the Board of Trustees approve the purchase of digital telephones for the classrooms from Lucent Technologies, the sole source supplier, in the amount of \$39,143. Because the reason for the purchase is to improve safety, funding would come from the Liability, Protection and Settlement Fund.

For Board Meeting of
May 22, 2000

Agenda Item F-4

TENTATIVE 2000 - 2001 BUDGET (FIRST READING)

Attached is the balanced 2000 - 2001 Tentative Budget (and appropriate supplemental information) for Board consideration and first reading. This budget will be available in the Business Office, the President's Office, and the Learning Resource Center on public display for the next 30 days and the public hearing and final action will be taken at the June meeting.

RECOMMENDATION: Board approval for first reading of the balanced Tentative Budget for 2000 - 2001.

For Board Meeting of
May 22, 2000

Agenda Item H-1

FACULTY APPOINTMENT - SPEECH AND POLITICAL SCIENCE

The Search Committee and the administration are recommending the appointment of Paul Edleman of LaVista, NE as an Assistant Professor (Step 2) of Speech and Political Science, effective August 16, 2000. After the position was advertised, the College received seventy-eight applications, of which 32 met the minimum qualifications. The Search Committee invited five candidates to the campus for interviews.

RECOMMENDATION: Board approval of the appointment of Paul R. Edleman as an Assistant Professor (Step 2) of Speech and Political Science, effective August 16, 2000 at a 10-month salary of \$29,823.

For Board Meeting of
May 22, 2000

Agenda Item H-2

FACULTY APPOINTMENT - ENGLISH AND HISTORY

The Search Committee and the administration are recommending the appointment of Richard Eichman of Bartlett, IL as an Assistant Professor (Step 1) of English and History, effective August 16, 2000. Richard was one of the 32 applicants that met the minimum requirements and was invited to the campus for an interview.

RECOMMENDATION: Board approval of the appointment of Richard Eichman as an Assistant Professor (Step 1) of English and History, effective August 16, 2000 at a 10-month salary of \$29,039.

For Board Meeting of
May 22, 2000

Agenda Item H-3

FACULTY APPOINTMENT

ENGLISH AND AMERICAN CULTURE

The Search Committee and the administration are recommending the appointment of Randall Norris of Crossville, TN as an Associate Professor (Step 7) of English and American Culture, effective August 16, 2000. Randall was one of the 32 applicants who met minimum qualifications and one of the five invited to the campus for an interview.

RECOMMENDATION: Board approval of the appointment of Randall Norris of Crossville, TN as an Associate Professor (Step 7) of English and American Culture, effective August 16, 2000 at a 10-month salary of \$38,081.

For Board Meeting of
May 22, 2000

Agenda Item H-4

FACULTY APPOINTMENT - MUSIC

The Search Committee and the administration are recommending the appointment of Juel Iwaasa of Spanish Fork, UT as an Instructor of Music (Step 1), effective August 16, 2000. Forty-seven applications were received, 45 met the minimum qualifications and three candidates were invited for on-campus interviews.

RECOMMENDATION: Board approval of the appointment of Juel Iwaasa as an Instructor (Step 1) of Music, effective August 16, 2000 at a 10-month salary of \$25,885.

For Board Meeting of
May 22, 2000

Agenda Item H-5

FACULTY RESIGNATION

Dean Michael Seguin received the attached letter of resignation from Leon Hamlin, Assistant Professor of Criminal Justice.

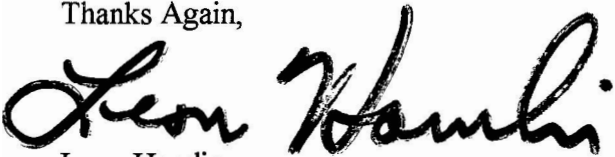
RECOMMENDATION: Board acceptance of the resignation of Leon Hamlin, Assistant Professor of Criminal Justice.

May 12, 2000

Dear Mike:

~~May 12, 2000~~ I resign my position as Assistant Professor of Criminal Justice here at Sauk Valley Community College. I want to thank you for all the support and encouragement you have given me these past eight years.

Thanks Again,


Leon Hamlin

RECEIVED

MAY 15 2000

SAUK VALLEY COMMUNITY COLLEGE

For Board Meeting of
May 22, 2000

Agenda Item H-6

FACULTY EARLY RETIREMENT REQUEST

After closed session discussions, the Board of Trustees may take action on a faculty request for early retirement.

RECOMMENDATION: Appropriate action.

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	<u>154,620.03</u>
SUBTOTAL BONDS				\$5,028,609.93

TOTAL INVESTMENTS

\$9,928,609.93SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT



SECRETARY

DATE

5-22-00

SAUK VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 22, 2000

<u>SUMMARY OF BILLS PAYABLE</u>	<u>AMOUNT</u>
Pages 1-21	
General Operating Funds	\$367,673.65
Pages 22-23	
Restricted Fund	8,773.93
Pages 24	
Bookstore	<u>49,034.84</u>
TOTAL	<u><u>\$425,482.42</u></u>


SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY



PRESIDENT



SECRETARY


DATE 5-22-00

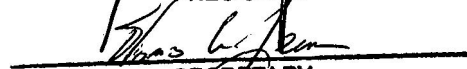
BOND INVESTMENTS

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	<u>154,620.03</u>
SUBTOTAL BONDS				\$5,028,609.93

TOTAL INVESTMENTS

\$9,928,609.93SAUK VALLEY COMMUNITY COLLEGE
APPROVED BY

PRESIDENT



SECRETARY

DATE

5-22-00

REPORT SVRCHKR
FISCAL YEAR 2000
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Sauk Valley Community College
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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
AM Multigraphics	050300	Printshop	Purchases for Resale	Electrostatic 83-1-104054	286.05
AT & T	02	Utilities	Telephone	Monthly telephone charges	1,434.94
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Backbone Cable-Principal	1,203.82
	01	Other Institutional	Interest	Backbone Cable-Principal	80.75
	13	Building Bond Proceeds	Debt Principal Retirement	Backbone Cable-Principal	2,755.00
	13	Building Bond Proceeds	Interest	Backbone Cable-Principal	184.65
					4,224.22
AT&T Credit Corporation	01	Other Institutional	Debt Principal Retirement	Phone Installment-Principal	3,007.28
	01	Other Institutional	Interest	Phone Installment-Principal	137.93
					3,145.21
Al Henry Williams, Attorney	01		Wage Garnishment Payable	Garnishment	89.21
Al Henry Williams, Attorney	01		Wage Garnishment Payable	Garnishment	89.21
Alfano, Cindy	01	Student Recruitment	Other Supplies	Reimbursement for Sterling Lib Session Refreshment	20.04
American Association for State	01	Learning Resource Center	Publications and Dues	Membership/Journal Renewal	75.00
American Express	01	President	Conference/Meeting Expense	conf & mtg expense	1,219.79
	01	President	Other Conference & Meeting	conf & mtg expense	114.13
					1,333.92
American Express Financial Adv	01		American Express		315.00
American Express Financial Adv	01		American Express		315.00
Anderson, Pamela J.	01		Rehabilitation Dors-Spring	ORS reimb 40.5 hr X20	810.00
Anderson, Theresa	101255	CHOICE	Other	funds for attending workshop	100.00
Anne's	02	Grounds	Maintenance Supplies	trees & flowers	180.60
Apple, Ann M.	01		Foundation Expense	Advance for Blackbaud Training 5/13-5/17	245.00
Aramark Uniform Services Inc	01	Physical Education	Other Contractual Services	Uniform Services	443.60
Arduini, Ryan A.	01		Accounts Payable	Student Refund	848.00
	01		Accounts Payable	Student Refund	526.00
					1,374.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Ashton Gazette	01	College Relations	Advertising	Open PO for Advertisements	32.40
Association of College Unions	101255	CHOICE	Other	registration fee for Theresa Anderson - conference	525.00
Ayala, Karen	010110	workforce prep	Consultants	contract for Communication Skills	360.00
Baker & Taylor	01	Learning Resource Center	Books and Binding Costs	Library Books	872.45
	01	Learning Resource Center	Books and Binding Costs	Idea of Culture	17.56
	01	Learning Resource Center	Books and Binding Costs	Automotive Ency Fundamental Principles	57.59
	01	Learning Resource Center	Books and Binding Costs	AACC Membership Directory 1999	219.38
					1,166.98
Bartoli, Mary L.	01		Accounts Payable	Student Refund	1,455.00
	01		Accounts Payable	Student Refund	1,455.00
					2,910.00
Behrendt, Richard	01	President	Other Employee Benefits	Rotary Club Meetings-April 25	6.00
Best Western Brandywine Lodge	01	Radiologic Technology	Conference/Meeting Expense	clinical instr meeting - Rad Tech	90.85
	01	Other Institutional	Recruitment	Hotel chges-Loren Niemeyer - 4/14	53.41
	01	Other Institutional	Recruitment	Lodging - P Edelman -multidiscipl. 4/18	53.41
	01	Other Institutional	Recruitment	Dining Room charge - R Eichman- Dining Rm chge	16.05
	01	Other Institutional	Recruitment	dining charge - P Edleman	17.60
	01	Other Institutional	Recruitment	Lodging - Alan Armstrong 4/23-24	106.82
	01	Other Institutional	Recruitment	Lunch for Alan Armstrong Interview 4/24	12.45
	01	Other Institutional	Recruitment	Lunch for Norris Interview 5/1	24.90
	01	Other Institutional	Recruitment	Lunch for Interview with Iwaasa 4/26	22.40
	01	Other Institutional	Recruitment	Lunch for Santine Interview 4/28	20.60
	01	Other Institutional	Recruitment	Lunch for Osterfield Interview 5/2	23.10
	01	Other Institutional	Recruitment	Room Charge for Iwaasa 4/26-4/27	106.82
	01	Other Institutional	Recruitment	Room Charge for Santine 4/28	53.41
	01	Other Institutional	Recruitment	Room Charge for Norris 4/30-5/1 & Osterfield 5/1	174.89
	050600	Student Activities	Other Contractual Services	Room for Photo Representative	53.41
					830.12
Blackbaud	01		Foundation Expense	GL Implementation trng-S Walker; A Apple	1,200.00
Blakemore, Barbara	01		Accounts Payable	Student Refund	15.00
Blumhoff, Nick	01	Commencement	Other Contractual Services	Guest Pianist for Health Career Pinning	50.00
Bun Austin Chevrolet Company	02	Grounds	Maintenance Services	Repair Blue Pickup	463.46
Bureau County Republican	01	College Relations	Advertising	Open PO for Advertisements	294.20

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Burnidge Cassell Associates, I	03	Operations & Maintenance- Restri	building Remodeling	Egress Project	5,116.85
	03	Operations & Maintenance- Restri	building Remodeling	Egress Project	4,051.44
	03	Operations & Maintenance- Restri	building Remodeling	Egress Project	10,076.76
					19,245.05
Burton Placement Services	01	Computing & Instruct Tech	Consultants	A Dobra earnings	679.68
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Alice Drobna earnings inv 626	679.68
Burton Placement Services	01	Computing & Instruct Tech	Consultants	Alice Drobna earnings	679.68
Bush, Cindy	01		Accounts Payable	Student Refund	20.00
C-B Kramer Sales & Service	02	maint	Maintenance Supplies	32-901 Gasket Head Front Rear	312.91
	02	maint	Maintenance Supplies	Gaskets	55.85
					368.76
CENCO	010200	Instructional Data Processing	Instructional Computer Equipment	32517N Electrostatic Materials Kit	47.03
CURTIS 1000	01	Admissions, Records & Placement	Office Supplies	No 9 Standard Window Envelope-Admissions & Records	476.82
	01	Admissions, Records & Placement	Office Supplies	No 10 Printed Envelopes-Admissions & Records	387.47
					864.29
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	72.15
	01	Biology	Instructional Supplies	Quote C93471-See Attached	90.35
	01	Biology	Instructional Supplies	Quote C93471-See Attached	141.30
					303.80
Carroll County Review	01	College Relations	Advertising	Open PO for Advertisements	44.80
	101010	Booster Club	Other	antique show ad	7.35
					52.15
Carroll, Lori J.	01		Accounts Payable	Student Refund	150.00
Caterpillar-Engine Protection	02	Utilities	Other Utilities	Per Maintenance Agreement	429.77
Chattic, A C.	050600	Men's Tennis	Instructional Supplies	Tennis Supplies	284.83
Chattic, A C.	050600	Men's Tennis	Other Conference & Meeting	Travel Reimbursement 4/15, 4/24, 4/26, 4/27	319.70

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	050600	Men's Tennis	Other Conference & Meeting	travel reimb regional tournament Harper CC	497.35
					817.05
Cheeseman, Jennifer L.	01		Accounts Payable	Student Refund	300.00
Clevenger, Laura S.	01		Foundation Expense	Anne Horton Award	100.00
Columbia Pipe & Supply Co	02	maint	Maintenance Supplies	10160 MBX6x4-100 Duro Dyne Flexible Duct Connector	683.37
Commonwealth Edison	02	Utilities	Electricity	Supply & Demand Electrical Service	10,034.07
	02	Utilities	Electricity	Supply & Demand Electrical Service	47.45
	02	Utilities	Electricity	Supply & Demand Electrical Service	36.07
					10,117.59
Consolidated Management Co	01	Board of Trustees	Conference/Meeting Expense	Refreshments for Board Mtg 4/24	40.00
	01	President	Other Conference & Meeting	Lunch for Communications Committee 4/14	59.50
	01	President	Other Conference & Meeting	Lunch for VP's Budget Mtg 4/6	35.70
	01	Humanities	Conference/Meeting Expense	Refreshments - Mayor Burke visit	35.00
	01	Fitness Center	Other Conference & Meeting	Veggies for Fitness Challenge	25.00
	01	Fitness Center	Other Conference & Meeting	Sack Lunches for Fitness Challenge	36.00
	01	Director of Health Careers Ed	Conference/Meeting Expense	Refreshments 4/25	21.95
	01	VP- Student Services	Conference/Meeting Expense	Refreshments 4/20	18.95
	01	VP- Student Services	Conference/Meeting Expense	AM Refreshments	18.95
	01	Other Institutional	Recruitment	open forum-Loren Niemeyer 4/14/	33.50
	01	Other Institutional	Recruitment	open forums 4/17 & 18-Edelman & Eichman interviews	57.00
	01	Other Institutional	Recruitment	refreshments for open forums 4/24,25 & 26	57.00
	01	Personnel Office	Other Conference & Meeting	Winner's Birthday Party for FY00	119.50
	01	Personnel Office	Other Conference & Meeting	Wellness Screening Breakfasts	654.47
	01		Foundation Expense	Refreshments-Fin Aid Seminar 4/18	75.00
	010110	workforce prep	Conference/Meeting Expense	lunch for 20 - Belgard mtg 4/6/00	119.00
	010110	workforce prep	Conference/Meeting Expense	meeting expense 4/11/00-Lean Mfg	200.00
	010120	Health & Personal Development	Conference/Meeting Expense	refreshments for Northern IL Reg Cons Coun Mtg	84.10
	050600	Student Activities	Other Conference & Meeting	refreshments 4/19/00 "Gay Youth"	23.50
	050600	Student Activities	Other Conference & Meeting	Leadership Awards Banquet Buffet	490.25
	050600	Student Government	Other Materials and Supplies	Refreshments for Dance	170.00
	050600	Student Government	Other Materials and Supplies	Refreshments for Elections	101.00
					2,475.37
Continental Press	01	College Relations	Maintenance Services	4 pg Tabloid-2 col Outside Only-Summer Comm Serv	524.10
Cooney, Tyler J.	01		Accounts Payable	Student Refund	375.00
Corporate Office City	01	Dean of Arts,Social Sciences & P	Instructional Supplies	Columnar Pad 6001 WLJ-G7506	2.59
	01	Dean of Arts,Social Sciences & P	Instructional Supplies	Columnar Pad 6001 WLJ-G7506	3.95
	01	Speech	Instructional Supplies	calendar	14.99

					21.53

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Council of North Central Two Y	01	VP-Instructional Services	Conference/Meeting Expense	Registration for 2000 Summer Academy	295.00
Cox, Terry J.	050600	Men's Baseball	Other Conference & Meeting	Travel Reimbursement 4/26/00	100.00
	050600	Men's Baseball	Other Conference & Meeting	Travel Reimbursement 4/30, 5/3, 5/4	353.00
	050600	Men's Baseball	Other Conference & Meeting	sectional tournament 5/8-10/00 expenses	152.25
					605.25
Cragun's Conference Center	01	VP-Instructional Services	Conference/Meeting Expense	Lodging Deposit for NCOE/NCCET Colloquim 7/24-7/26	105.00
Creative Printing	01	College Relations	Office Supplies	Business Cards for Cal Lyons (500)	40.00
	01	College Relations	Advertising	Business Card Masters (12,500)	400.00
	01	Financial Aid & Veterans Affairs	Office Supplies	Business Cards for John Brown (500)	40.00
	01	Financial Aid & Veterans Affairs	Office Supplies	Business Cards for John Brown (500)	40.00
	010110	Corporate Services Admin.	Advertising	Business Cards for Thomas H Gericke (500)	40.00
	050300	Printshop	Purchases for Resale	Business Cards for Cal Lyons (500)	35.00
					595.00
Cunningham, Pamela S.	01	Licensed Practical Nursing	Conference/Meeting Expense	travel reimb - San Antonio - 4/11-16/00	1,030.17
Cybex	01	Fitness Center	Instructional Supplies	Smart Step Cables AW-11631	38.01
	01	Fitness Center	Instructional Supplies	Gas Shocks HD-60646	36.00
					74.01
Dalton, Belinda A.	04		Other Payables	Refund - Summer - Lance Patton	137.00
Damhoff, Russ K.	050600	Men's Basketball	Other Conference & Meeting	Travel Reimbursement 4/10, 4/15, 4/16, 4/26, 5/4	83.35
	050600	Women's Softball	Other Conference & Meeting	lodging for womens softball - Hampton Inn	307.76
	050600	General Athletics	Other Conference & Meeting	Travel Reimbursement-Region IV Mtg 4/19	8.40
					399.51
Davenport Trane	03	ICCB Deferred Maintenance Grant	Maintenance Supplies	Valve for Chiller No 3	7,636.45
DeKroft-Metz and Co, Inc	01	Licensed Practical Nursing	Instructional Supplies	Ansell-Perry Sterile Latex Gloves Size 7 1/2	134.42
	01	Licensed Practical Nursing	Instructional Supplies	Monoject 1" 3cc Luer Lok Syringe w/Needle	14.53
	01	Licensed Practical Nursing	Instructional Supplies	Monoject 1 1/2" 3cc Luer Lok Syringe w/Needle	120.71
	01	Licensed Practical Nursing	Instructional Supplies	B-D 22G 1" Needles	8.50
					278.16
Degraffenreid, Lacosha M.	01		Accounts Payable	Student Refund	572.00
Devan, Curtis	01	Personnel Office	Conference/Meeting Expense	reg for LEAD conf	269.22
Diagnostic Imaging Inc	01	Radiologic Technology	Maintenance Services	Maintenance/Labor on Rad Tech Equip	87.14

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Dixon Tire Center	02	Grounds	Vehicle Supplies	tires for mower	29.70
Double Tree Hotel at Reid Park	050600	Women's Tennis	Other Conference & Meeting	Hotel Rooms for National Tennis Tournament	1,671.12
Drane, Paula	050500	Child Care Center	Other Supplies	Reimbursement for Books & Supplies	46.23
Drane, Paula	050500	Child Care Center	Other Supplies	supplies reimb	21.32
Drane, Paula	01		Foundation Expense	reimb for purchase of dome tent	84.99
	050500	Child Care Center	Other Supplies	Reimbursement for Supplies & Groceries	18.43
					103.42
Economy Trophy Co	01	Commencement	Other Supplies	Recognition Awards for Health Career	61.00
	050600	Women's Basketball	Instructional Supplies	Basketball Awards	115.25
					176.25
Educational Innovations, Inc	01	Earth Science	Instructional Supplies	ME-311 Resonance Demonstrator	60.95
Equitable Life Assurance	01		Equitable		132.00
Equitable Life Assurance	01		Equitable		132.00
Family Care Medical	01	Licensed Practical Nursing	Instructional Supplies	Medline ABD Pad 5"x9" Reorder NON21450	87.62
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Farmers New World Life Insuran	01		Farmers New World Life		25.00
Faxon Illinois Service Center	01	Learning Resource Center	Publications and Dues	College English	85.00
	01	Learning Resource Center	Publications and Dues	Subscriptions	89.00
	01	Learning Resource Center	Publications and Dues	Subscription to International Wildlife	10.50
	01	Learning Resource Center	Publications and Dues	Credit for Subscriptions	-10.00
					174.50
Federal Life Insurance Company	01		Federal Life		20.00
Federal Life Insurance Company	01		Federal Life		20.00
Field Museum	010130	Trips & Tours	Conference/Meeting Expense	balance due for Dead Sea Scrolls Trip 5/19/00	452.50
Filmakers Library, Inc	050600	Student Activities	Other Contractual Services	Gay Youth (4/19/00)	65.00
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Monthly fee	132.00
Flexible Benefit Manager	051000	Medical Insurance	Administrative	Monthly Fee for Recordkeeping 5/00	132.00

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Flinn Scientific	01	Chemistry	Instructional Supplies	SPEC 2126 Phototubes	274.90
Formstart Inc	01	Admissions, Records & Placement	Office Supplies	Fall Program Change Forms (per 1000)	482.25
	01	Admissions, Records & Placement	Office Supplies	Summer Program Change Forms (per 1000)	245.93
	01	Admissions, Records & Placement	Office Supplies	Spring Program Change Forms (per 1000)	482.07
					1,210.25
Fountain, Marcy	010110	workforce prep	Consultants	Maths skills review class contract	360.00
Fountain, Marcy	010110	workforce prep	Consultants	Math Skills Review class - Bogott & Sons	180.00
Franklin Financial Services Co	01		Franklin Life		477.50
Franklin Financial Services Co	01		Franklin Life		477.50
Frederick, James E.	02	Building and Grounds Administrat	Conference/Meeting Expense	Travel Reimbursement-ILCCFOA Mtg 4/14	41.27
Frederick, Lesley J.	050600	Student Activities	Other Conference & Meeting	Reimbursement for Amboy HS Diversity Wkshp Meal	11.42
Frederick, Lesley J.	050600	Student Government	Other Conference & Meeting	90% cash adv end of year student gov. activities	360.00
Fulton Press Inc	01	College Relations	Advertising	Open PO for Advertisements	42.00
GTE Wireless	02	Utilities	Telephone	Monthly charge	55.30
Gale Research	01	Learning Resource Center	Books and Binding Costs	Library Books	660.21
	01	Learning Resource Center	Books and Binding Costs	Library Books	149.11
	01	Learning Resource Center	Books and Binding Costs	Library Books	108.88
	01	Learning Resource Center	Books and Binding Costs	Library Books	140.48
	01	Learning Resource Center	Books and Binding Costs	Library Books	113.31
	01	Learning Resource Center	Books and Binding Costs	Library Books	150.45
	01	Learning Resource Center	Books and Binding Costs	Library Books	150.25
					1,472.69
Gallatin River Communications	02	Utilities	Telephone	Monthly telephone charges	2,629.45
	12	Risk Management	Telephone	monthly charge for 911 trunks	89.31
					2,718.76
Gehlbach, Christyne M.	01	Associate Degree Nursing	Conference/Meeting Expense	travel reimb - Rockford 3/17/00	92.96
GenFlex Roofing Systems	02	maint	Maintenance Services	Repair Roof Leak	598.00
Gericke, Thomas H.	010120	Community Ed Administration	Conference/Meeting Expense	travel reimb-April- indistrict	24.05
Global Computer Supplies	01	Administrative Data Processing	Office Supplies	C28875 Epson Stylus OEM S020110-Color	477.78

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	01	Administrative Data Processing	Office Supplies	C3++89A HP LJ 4000TN-C4127X	869.56
	01	Financial Aid & Veterans Affairs	Office Supplies	C31775 Belkin OmniCube 2-Port KVM Switch	125.04
	050300	Printshop	Purchases for Resale	016-1678-00 Tektronix Phaser 780 black Toner	893.53
					2,365.91
Gomez-Rodas, Anamaria	101120	Latino Club	Other	Reimbursement for ALAS Supplies	53.76
	101120	Latino Club	Other	cash advance for deMayo celebration supplies	35.00
					88.76
Gospodarczyk, Thomas J.	010120	Community Ed Administration	Conference/Meeting Expense	April-May indistrict travel reimb	198.01
Grainger	02	maint	Maintenance Supplies	3UC59 Pneumatic Controller (RP920B)	896.61
	02	maint	Maintenance Supplies	Open Purchase Order for Supplies	108.40
	02	maint	Maintenance Supplies	Pneumatic Temp Sensors	372.15
	02	maint	Maintenance Supplies	Credit Memo for Pneumatic Temp Sensor	-87.58
	02	Building and Grounds Administrat	building Remodeling	Supplies for Switchboard Remodel	12.14
	02	Building and Grounds Administrat	building Remodeling	Supplies for Switchboard Remodel	3.76
	02	Building and Grounds Administrat	building Remodeling	Supplies for Switchboard Remodel	118.18
	02	Building and Grounds Administrat	building Remodeling	Supplies for Switchboard Remodel	37.92
	02	Building and Grounds Administrat	building Remodeling	Supplies for Switchboard Remodel	36.84
					1,498.42
Graybar Electric Company Inc.	02	Building and Grounds Administrat	building Remodeling	Lucent Systimax SCS Gigaspeed Cable 107987315	723.50
Green, Tina D.	01		Accounts Payable	Student Refund	300.00
	01		Accounts Payable	Student Refund	-300.00
	01		Accounts Payable	Student Refund	300.00
Grove's Dictionaries	01	Learning Resource Center	Books and Binding Costs	Ency of the Italian Renaissance	300.00
	01	Learning Resource Center	Books and Binding Costs	Ency of American Art Before 1914	350.00
					650.00
Grummert's True Value	02	maint	Maintenance Supplies	wrench	14.39
	02	maint	Maintenance Supplies	material-Switchboard remodel	139.00
	02	Building and Grounds Administrat	building Remodeling	material-Switchboard remodel	35.73
					189.12
Gunder, Michelle L.	01		Accounts Payable	Student Refund	250.00
H. W. Wilson Company	01	Learning Resource Center	Other Materials and Supplies	Famous First Facts Web	3,245.00
HESI	01	Director of Health Careers Ed	Instructional Supplies	RN Comprehensive Exams	504.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Hanson, Jenny L.	01		Accounts Payable	Student Refund	200.00
Heritage Music Center Inc	01	Music	Instructional Supplies	Micro Utility Kit	39.40
	01	Music	Instructional Supplies	Music	200.00
					239.40
Hewes, Robert D	01		Accounts Payable	Student Refund	20.00
Hicks, Kristin D.	01		Accounts Payable	Student Refund	781.00
Highsmith Inc	01	Instructional Technology Center	Inatructional Technology Materia	L9A-11729 Easel Pads, 27x34 Plain White (2/box)	320.09
Hill's Electric Motor Service	02	maint	Maintenance Supplies	BX108 Dayco Gold Label Cog-Belt	83.00
Hinrichs, Julie A.	01		Accounts Payable	Student Refund	245.00
Honeywell Inc	02	maint	Maintenance Supplies	14004136-001 Positive Positioner Retrofit Kit	417.24
Hook, Amanda J.	01	Art	Consultants	Modeling Fee for 4/18/00	30.00
	01	Art	Consultants	Modeling Fee for 4/20/00	30.00
					60.00
Hook, Amanda J.	01	Art	Consultants	modeling fee	30.00
Hook, Amanda J.	01	Art	Consultants	Modeling Fee for 5/4/00	30.00
	01	Art	Consultants	Modeling Fee for 5/10/00	48.00
					78.00
Howes, Valerie J.	01		Accounts Payable	Student Refund	250.00
Howes, Valerie J.	01		Accounts Payable	Student Refund	644.00
IMECO	01		Other Payables	refund to employer for Mike Kelm	90.00
Illini Trophy	050600	Men's Basketball	Instructional Supplies	Men's Basketball Awards	120.70
	050600	Student Activities	Office Supplies	Placques for Leadership Awards Banquet	219.45
					340.15
Illinois Department of Revenue	01		State Withholding Payable		7,455.23
Illinois Department of Revenue	01		State Withholding Payable		7,614.57
Illinois Mutual	01		Optional Disability Insurance		9.61

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Illinois Mutual	01		Optional Disability Insurance		9.61
Indiana University Audio Visua	01	Psychology	Instructional Supplies	Performance Appraisal BC0365 Date Req: 2/29/00	45.80
	01	Psychology	Instructional Supplies	Discipline without Punishment BC0229 Date Req:4/11	51.30
					97.10
Iwaasa, Juel	01	Other Institutional	Recruitment	reimb for interview expenses 4/25-4/27/00	608.56
Jacobs, Endrea M.	01		Accounts Payable	Student Refund	200.00
Johnson, Karl	050600	Women's Basketball	Other Contractual Services	Referee for 1/4/2000	90.00
Johnson, Michael J.	01		Accounts Payable	Student Refund	138.00
Johnson, Rosemary	01	Director of Health Careers Ed	Conference/Meeting Expense	Travel Reimbursement-IAI Nursing Panel Mtg 4/20	30.73
Josten's Inc	01	Commencement	Other Supplies	Diploma Inserts (red seal) With Name & Date	54.80
KC Health Horizons	051000	Medical Insurance	Medical Insurance Claims	Wellness Screening 2000	8,193.00
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	108.94
Kelli D Walker, Attorney	01		Wage Garnishment Payable	Garnishment	108.94
Kendrick, Sean C.	01		Accounts Payable	Student Refund	250.00
Kerber, Joan E.	01	VP- Student Services	Conference/Meeting Expense	4/12-16/00 travel reimb-Myrtle Beach, SC	436.61
Kerber, Joan E.	02	Utilities	Telephone	reimb for phone expense	23.06
Kidder Music	01	Music	Instructional Supplies	Carnival of Venice	48.50
Kinnaman, Andrea D.	01		Accounts Payable	Student Refund	300.00
Kipping, Sara M.	050600	Women's Tennis	Other Conference & Meeting	Advance for Meals for National Tennis Tournament	1,064.00
Klaus Radio Inc	01	Licensed Practical Nursing	Maintenance Services	Non warranty repair	105.28
Klein, Colleen J.	01	Associate Degree Nursing	Conference/Meeting Expense	Travel Reimbursement 1/13-5/4	63.05
Kooi, Audrey	010120	Senior Programs	Consultants	Morrison Fitness-Spring 2000	168.75
Kreider Services	01		Other Payables	Refund for J O'Donnell, M Coffey, & J Adams	45.00
Larson, Don	010110	workforce prep	Consultants	Basic SPC Trng-Wahl Clipper	112.50
Law Enforcement Resource	01	Criminal Justice	Instructional Supplies	Search & Seizure Video Series	415.00

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	01	Criminal Justice	Instructional Supplies	Force-Video Series	315.00
					730.00
Lee Wayne	01		Other Payables	Refund for Glen Springman	45.00
Lee, Luke E.	01		Accounts Payable	Student Refund	250.00
Lenington, Leanna M.	01		Accounts Payable	Student Refund	250.00
Lepianka, Andrea M.	01		Accounts Payable	Student Refund	750.00
	01		Accounts Payable	Student Refund	750.00
					1,500.00
Leseman, Jolene K.	050600	Women's Softball	Other Contractual Services	4/29/ games	60.00
	050600	Women's Softball	Other Conference & Meeting	Travel 4/27 thru 5/2/2000	362.28
					422.28
Leseman, Jolene K.	050600	Women's Softball	Other Conference & Meeting	Travel Reimbursement 4/20-4/29	583.68
	050600	Women's Softball	Other Conference & Meeting	5/5-11/00 expense reimb	233.51
					817.19
Little, Linda	01	NCA Accreditation	Conference/Meeting Expense	travel reimb- Chicago	710.56
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lydia S. Meyer, Trustee	01		Wage Garnishment Payable		250.00
Lynch, Janet L.	01	Associate Degree Nursing	Conference/Meeting Expense	Travel Reimbursement-CGH Clinical 1/18-4/25	100.10
Main Stay Funds	01		Main Stay Fund		75.00
Main Stay Funds	01		Main Stay Fund		75.00
Maintenance Products, Inc	02	maint	Maintenance Supplies	Misc supplies & tools	232.34
Martinez, Shirley A.	01		Accounts Payable	Student Refund	1,272.64
	01		Accounts Payable	Student Refund	1,273.61
					2,546.25
McBride, Mollie K.	01		Accounts Payable	Student Refund	138.00
McClain, Bethany	01		Rehabilitation Dors-Spring	ORS Reimb - 12 hrs X \$20 per hr	240.00

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McMaster Carr Supply Company	01		Foundation Expense	shock cord - child care sandbox	26.49
Meadows of Franklin Grove	010120	Community Education	Rental- Facilities	Facility Rental for Cake Decorating	50.00
Mecum, Christine A.	01		Accounts Payable	Student Refund	25.00
Mekeel, Rena M.	01		Accounts Payable	Student Refund	46.00
Menards	02	maint	Maintenance Supplies	rubber caulk	29.94
	02	maint	Maintenance Supplies	srews	1.78
	02	maint	Maintenance Supplies	Bulbs, Reflectors, Gas Connectors	36.68
	02	maint	Maintenance Supplies	supplies-towers	60.46
	02	Utilities	Telephone	telephone cords replacements	34.88
	02	Building and Grounds Administrat	building Remodeling	srews	18.14
	02	Building and Grounds Administrat	building Remodeling	Switchboard Remodel Supplies	10.02
	02	Building and Grounds Administrat	building Remodeling	Supplies Switchboard Remodel	193.67
				-----	385.57
Mendoza, Michelle	01	College Relations	Conference/Meeting Expense	Advance for Adobe Photoshop Wkshp 5/17-5/18	105.00
Messing & Becker	050600	Women's Softball	Instructional Supplies	Louisville TPS Bat	301.00
Meyer, Kent	01	Administrative Data Processing	Conference/Meeting Expense	Travel Reimbursement-COMDEX Convention 4/20/00	134.35
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Minnesota Child Support Paymen	01		Wage Garnishment Payable	Garnishment	280.20
Mongan, Connie	010110	workforce prep	Consultants	contract for Strategic Planning for City of RF	600.00
Montgomery Kone Inc	02	maint	Maintenance Services	Continued Contract	628.86
Morgan Services Inc.	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	114.71
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	129.10
	02	custodial	Maintenance Services	Clean Towel Supply & Demand Service	105.65
					349.46
Morris, Wade	050600	Women's Basketball	Other Contractual Services	Referee for 1/4/2000	90.00
Mossey, Esther M.	01		Accounts Payable	Student Refund	390.00
Mueller Audio Visual	01	Instructional Technology Center	Maintenance Services	VCR Repair	25.00
	01	Instructional Technology Center	Inatructional Technology Materia	CRTW-200 Leter Tape	99.48
				-----	124.48

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Mull, Robert W.	01		Accounts Payable	Student Refund	434.00
NACUBO	01	VP- Administrative Services	Publications and Dues	Dues for One Year 6/1/00-5/31/01	75.00
NABIR	01	Other Institutional	Other Materials and Supplies	grab bag service charge	20.00
NCHEMS	01	VP-Instructional Services	Publications and Dues	Publication-Assessment in Community Colleges	12.50
Nat'l Assoc of Executive Secre	01	VP- Administrative Services	Publications and Dues	One Year Subscription for 2000-2001	35.00
National Computer Systems, Inc	01	Dean of Information Systems	Instructional Supplies	4521 Answer Sheet, 200Q, 8 1/2x11, Cut (500/box)	1,029.18
National Geographic Society	01	Fitness Center	Instructional Supplies	One Year Subscription	29.00
National Technological Univers	01	Instructional Technology Center	Inatructional Technology Materia	Taping Charges	45.00
National Wellness Association	01	Fitness Center	Instructional Supplies	membership renewal - Christine Hoyle	89.00
National Wellness Institute	01	Fitness Center	Conference/Meeting Expense	wellness conference fees	320.00
	01	Fitness Center	Other Conference & Meeting	wellness conference fees	330.00
					650.00
Natl. Council for Occupational	01	VP-Instructional Services	Conference/Meeting Expense	Registration for NCOE/NCCET Colloquim	275.00
Nejman, Michael	01		Foundation Expense	SEMINAR 4/28/00	900.00
Nelson, Diane M	01	Associate Degree Nursing	Consultants	Substitute Teacher for P Cunningham 4/12-4/13	115.50
Nicor Energy, LLC	02	Utilities	Gas	Open Purchase Order for Gas Service	5,873.01
Nicor Gas	02	Utilities	Gas	Supply and Demand for Gas Service	104.65
	02	Utilities	Gas	Supply and Demand for Gas Service	240.68
	02	Utilities	Gas	Supply and Demand for Gas Service	100.73
	02	Utilities	Gas	Supply and Demand for Gas Service	152.31
					598.37
Nolan, Billie	010120	Health & Personal Development	Consultants	Contract for Dixon Fitness Class	165.00
Norris, Randall	01	Other Institutional	Recruitment	reimb for interview expense 4/30-5/2/00	508.75
Northern Illinois Library Syst	01	Learning Resource Center	Other Materials and Supplies	Online Catalog Membership	255.00
Northern Illinois University	01	Learning Resource Center	Conference/Meeting Expense	ICCMP Spring meeting Registration	20.00
Northern Life Insurance Compan	01		Northern Life		85.00

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Northern Life Insurance Compan	01		Northern Life		85.00
Nunez, Steve C.	101140	Phi Theta Kappa Club	Other	travel reimbursement - Orlando FL	339.95
Okey, Deborah M.	01	English	Conference/Meeting Expense	travel reimb - Allerton Articulation	71.02
FDC Laboratories, Inc	02	maint	Maintenance Services	Monthly Testing	62.00
PHI THETA KAPPA Society	101140	Phi Theta Kappa Club	Other	PTK Registration for Convention	195.00
Pack, Jason D.	01		Accounts Payable	Student Refund	200.00
Paper Direct Inc	010120	Community Ed Administration	Office Supplies	PC1451 Stonewash Berry	62.81
Partington, Sarah H.	01	Other Institutional	Recruitment	Travel Reimbursement-Candidate Tour 4/26/00	15.60
Party X Press	050600	Student Government	Other Materials and Supplies	supplies - dance	35.90
Paulsen, Carmel A.	02	Building and Grounds Administrat	Office Supplies	Reimbursement for Supplies	33.97
Peterson, Tracy L.	01		Accounts Payable	Student Refund	390.00
Pettygrove, Kim	010120	Health & Personal Development	Instructional Service Contracts	Finance Workshop Contract	180.00
Phillips, Jacinda P.	01		Accounts Payable	Student Refund	284.00
Physics Academic Software	01		Foundation Expense	Spacetime Physics Software(IBM) ISBN 0-88318-676-4	728.00
Physics Curriculum and Instruc	01		Foundation Expense	Pearls Physics Academic Software-Windows Version	1,705.00
Pinter, Karen	01	English	Conference/Meeting Expense	travel reimb - Allerton Articulation	71.02
Pratt	01		Foundation Expense	XG-NV6U Sharp XGA Data Video Projection System	22,245.00
Pratt Audio-Visual & Video Cor	01	Instructional Technology Center	Maintenance Services	Repair of Epson Powerlite ELP-7300	654.38
	01	Instructional Technology Center	Inatructional Technology Materia	Shure line to mic adaptors	198.33
	010200	Instructional Data Processing	Instructional Other Equipment	Epson 7350	6,822.40
					7,675.11
Primedia	01		Foundation Expense	3 Units-Bearings-Maintenance Training	3,403.00
	01		Foundation Expense	Essentials of Leadership CD-Rom	2,373.75
					5,776.75
Pro Com Systems	01	Business Office	Other Materials and Supplies	Repairs to DuKane Paging System	437.50
Professional Benefit Administr	051000	Medical Insurance	Individual Stop Loss	individual stop loss	3,614.35

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	051000	Medical Insurance	Dependent Stop Loss	individual stop loss	2,514.88
	051000	Medical Insurance	Precertification	individual stop loss	282.00
	051000	Medical Insurance	Administrative	individual stop loss	1,796.00
	051000	Medical Insurance	Life & AD&D	individual stop loss	1,914.78
					10,122.01
Professional Binding Inc	050300	Printshop	Purchases for Resale	Spiral Combs	137.65
Protective Products	02	Building and Grounds Administrat	building Remodeling	Protective Kit Switchboard remodel	298.84
Putnam Retirement Plan Service	01		Putnam		500.00
Putnam Retirement Plan Service	01		Putnam		500.00
Quebecor Company	01		Other Payables	Refund for Jerry Martz	45.00
Quill Corporation	01	Commencement	Other Supplies	Printer Index Cards 031-8387	53.52
	01	Admissions, Records & Placement	Office Supplies	Printer Index Cards 031-8387	2.82
	01	Other Institutional	Postage	031-1PI25NP Rubber Stamp: Permit #243, Dixon, IL	58.10
	010110	Corporate Services Admin.	Office Supplies	031-7-221-BK 1 3/8 Binder	44.98
	010110	Corporate Services Admin.	Office Supplies	031-74001-Holders	179.72
	010120	Community Ed Administration	Office Supplies	031-7-221-BK 1 3/8 Binder	44.99
	010120	Community Ed Administration	Office Supplies	031-74001-Holders	179.72
	050600	Student Activities	Other Materials and Supplies	Cert Covers	44.99
					608.84
R S Stover	02	maint	Maintenance Supplies	Actuator Control Springs 1L217427042	290.40
R-Graphics	050300	Printshop	Purchases for Resale	GTO VP 9" Plates	457.42
R. R. Bowker	01	Learning Resource Center	Books and Binding Costs	Book	303.93
	01	Learning Resource Center	Books and Binding Costs	Am Bk Trade Directory 2000	259.21
					563.14
Reavy, Michelle R.	01		Accounts Payable	Student Refund	1,287.00
	01		Accounts Payable	Student Refund	1,288.00
					2,575.00
Rock Falls Rotary Club	01	VP-Instructional Services	Publications and Dues	Rotary Club Dues 4/1-6/30 for Deb Hecht	145.00
Rock River Valley Barbershoppe	01	College Relations	Advertising	2000 Ad for Program	70.00
Rodriguez, Dina M.	01		Accounts Payable	Student Refund	250.00

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Rude, Marci J.	01		Accounts Payable	Student Refund	322.00
SBM Business Equipment Center	01	Information Center	Maintenance Services	copier minimum charge	28.80
	01	Other Instructional	Maintenance Services	Purchase Order for Copier Maintenance A3186	179.22
	01	Dean of Corp Comm Serv	Office Supplies	Minimum Copy Count Charge for 4/00	84.78
	01	Technical Occupational	Instructional Supplies	Tex-Ti-503+	88.61
	01	Learning Resource Center	Library Supplies	Open PO for Supplies	7.44
	01	Financial Aid & Veterans Affairs	Office Supplies	Refill Ink SHA-22112	120.00
	01	Counseling	Maintenance Services	1/2 Copier charges	68.25
	01	VP- Administrative Services	Office Other Equipment	GBC-1752240 Heavy Duty Shredder	1,049.00
	01	Business Office	Maintenance Services	Monthly Charge for Maintenance of Sharp Copier	76.58
	01	Business Office	Office Other Equipment	38293R 72"x36" Desk-Black Body, Medium Oak Top	679.00
	01	Business Office	Office Other Equipment	38293R 72"x36" Desk-Black Body, Medium Oak Top	679.00
	010110	Corporate Services Admin.	Office Supplies	Minimum Copy Count Charge for 4/00	84.78
	050300	Printshop	Maintenance Services	HUN-90208 5/16" Staples	10.15
					3,155.61
SVCC Faculty Association	01		Faculty Association Payable		1,125.47
SVCC Faculty Association	01		Faculty Association Payable		1,125.47
SVCC Foundation	01		Foundation Payable		5.00
SVCC Foundation	01		Foundation Payable		5.00
Satellite TV Week	01	Instructional Technology Center	Inatructional Technology Materia	subscription to Satellite TV Week Guide	59.95
Sauk Valley Newspapers	01	Board of Trustees	Advertising	Legal Notice for Temperature Control Project	44.24
	01	Board of Trustees	Advertising	Notice for Bids on Roadway Project	44.24
	01	Board of Trustees	Advertising	Legal Notice for Asbestos Abatement Project	41.08
	050600	Drama	Other Materials and Supplies	Ad for Technical Director	49.92
	050600	Voyager	Other Materials and Supplies	Feb & March Voyager Printing	268.08
					447.56
Savage, Julianne M.	01		Foundation Expense	Anne Horton Award	50.00
Sax Arts & Crafts	050600	Student Activities	Other Materials and Supplies	Roll-Lt Blue Paper	387.53
Scheff, Ray	050600	Student Activities	Other Contractual Services	Entertainment for Leadership Awards Banquet	200.00
Schneider, Leslie L.	01		Accounts Payable	Student Refund	250.00
Schreiner, Stephanie L.	01	Associate Degree Nursing	Conference/Meeting Expense	travel to CGH January - April	72.80
Schultz, Noelle S.	01		Accounts Payable	Student Refund	1,272.64
	01		Accounts Payable	Student Refund	235.00
					1,507.64

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Schultz, Wilbert J.	01	Art	Consultants	Modeling Fee for 4/25/00	30.00
Seagren, Catherine	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Payroll Seminar	43.41
Seattle Central Community Coll	01	VP- Student Services	Publications and Dues	student services handbooks	156.00
Seguin, Michael	01	Other Institutional	Recruitment	Travel Reimbursement-Community Tours 4/17-4/18	34.45
Seguin, Michael	01	Other Institutional	Recruitment	Travel Reimbursement-Candidate Tour 4/24	14.63
Select Employees Credit Union	01		Credit Union Payable		17,467.93
Select Employees Credit Union	01		Credit Union Payable		17,467.93
Setchell, Linda S.	010120	Professional Development	Conference/Meeting Expense	Travel Reimbursement-Rockford Sanitation Class	29.25
Shanty Creek	01	VP-Instructional Services	Conference/Meeting Expense	Room Reservation for D Hecht-2000 Summer Academy	75.00
Shawver Press Inc	050300	Printshop	Maintenance Services	Business Cards (500)	82.00
	050300	Printshop	Maintenance Services	Letterhead (500)	82.00
	050300	Printshop	Maintenance Services	Envelopes (500)	79.00
					243.00
Shell Oil Company	050800	Transportation	Vehicle Supplies	College Van gas purchase	191.79
Shippert, Stanley	01	Radiologic Technology	Conference/Meeting Expense	travel reimb- 4/28/00 Radiology Educ Mtg	53.10
Simplex	12	Safety & Security	Maintenance Services	Annual Billing for 5/1/00-4/30/01	1,069.50
Skinner, Rhonda L.	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Payroll Seminar	69.90
Slain, Verna	010120	Community Education	Consultants	quilting class	270.00
Smith Filters	02	maint	Maintenance Supplies	58 3/8 No 1999	722.84
Smith, Brad W.	01	Other Instructional	Tuition Reimbursement	tuition reimb - ED 590AA	345.00
Smith, Jeffry S.	010120	College for Kids	Conference/Meeting Expense	travel reimb - College for Kids	32.50
Southern Illinois University	01		JTPA Whiteside- Summer	exam fees for 2 students	100.00
Springhill	02	Grounds	Maintenance Supplies	Flowers for outdoors	239.13
Stake, Angela S.	01		Accounts Payable	Student Refund	300.00
State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00

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State Disbursement Unit	01		Wage Garnishment Payable	Garnishment	312.00
State Fair Community College	01	NCA Accreditation	Office Supplies	Self Study Report	14.00
State Universities Retirement	01		SURS Payable		25,083.87
State Universities Retirement	01		SURS Payable		25,763.47
Steels, Deanna	01	Business Office	Conference/Meeting Expense	Travel Reimbursement-Payroll Seminar	20.02
Stephenson, Brian J.	01		Accounts Payable	Student Refund	436.72
Sterling Area Chamber of Comme	010120	Community Ed Administration	Conference/Meeting Expense	Reservation for Sterling Chamber Dinner 5/3	25.00
Sterling Gus Macker	01	College Relations	Advertising	Slam Dunk Gus Macker	2,000.00
Sterling Rock Falls Clinic	050600	Men's Basketball	Other Contractual Services	1st semester drug testing	1,176.00
Stewart Security	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	853.99
	12	Safety & Security	Other Contractual Services	Renew Contract for Security Service	1,124.24
					1,978.23
Stewart, James L.	050600	Men's Golf	Other Conference & Meeting	NJCAA Nationals Tournament -Airfare reimb	252.00
Surefire Marketing, Inc	01	College Relations	Advertising	Advertisement in Ster/RF & Dixon Relocation Guide	149.50
Systems Equipment Sales Co	02	maint	Maintenance Services	VLBK, Louvered Low Silhouette Exhaust Fans/Roof	2,970.00
TIAA/CREF	01		TIAA/ CREF		7,006.26
TIAA/CREF	01		TIAA/ CREF		7,006.26
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILS Director Interview 4/18	40.15
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	travel reimb-5/2/00-Rockford	40.15
Thomas, Robert	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-"net.Library" e-book Trng	82.32
	01	Learning Resource Center	Conference/Meeting Expense	Travel Reimbursement-NILS Academic Library Mtg	53.00
					135.32
Thompson Publishing Group	01	Personnel Office	Publications and Dues	renewal of ADA Compliance Guide	266.00
Thompson, Debbie O	010120	Community Education	Consultants	Drawing Class-Spring 2000	200.00
Todd, Robin J.	01		Accounts Payable	Student Refund	391.00

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Toner Tech Plus	01	Administrative Data Processing	Office Supplies	toner refills	1,262.05
Total Line Supply Company	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	480.75
	02	custodial	Maintenance Supplies	Open Purchase Order for Paper & Cleaning Supplies	82.90
					563.65
Transworld Systems, Inc	01	Business Office	Consultants	Collection Service	925.00
Trujillo, Edward	101120	Latino Club	Other	Reimbursement for ALAS Supplies	11.04
Trustmark Insurance	01		Optional Life Insurance		645.06
Trustmark Insurance	01		Optional Life Insurance		634.23
Tucker, Michelle R.	01		Accounts Payable	Student Refund	250.00
U S Filter Corporation	01	Clinical Laboratory Science	Maintenance Services	service on ION 200MB	128.00
US Postmaster	01	Other Institutional	Postage	Postage Meter Refill	3,000.00
Unique Computer	01	Physics	Instructional Supplies	toner cartridge -physics printer	27.00
	01	Computing & Instruct Tech	Instructional Supplies	Back-UPS	525.40
	01	Administrative Data Processing	Office Supplies	DDS Tapes	599.50
					1,151.90
United States Cellular	02	Utilities	Telephone	Monthly Charges	57.94
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
Vallez, Michael L.	01		Accounts Payable	Student Refund	250.00
Van's Enterprises	02	Grounds	Maintenance Supplies	4 Pallets Turface (Soilmaster)	840.00
VanderWege, Robertus J.	01	Art	Instructional Supplies	Reimbursement for Art Supplies	21.24
VanderWege, Robertus J.	01	Art	Instructional Supplies	Reimbursement for Art Supplies	30.13
Variable Annuity Life Insuranc	01		Valic		495.00
Variable Annuity Life Insuranc	01		Valic		440.00

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Verhulst, Robb B.	01		Accounts Payable	Student Refund	690.00
Verhulst, Robb B.	01		Accounts Payable	Student Refund	200.00
Vonachen Industrial Supplies	02	custodial	Maintenance Supplies	Open Purchase Order to Purchase Supplies	11.72
WIXN FM - WIXN AM	01	College Relations	Advertising	Radio Advertising-P0003470 Closed	440.00
	01	College Relations	Advertising	Radio Advertising-P0003470 Closed	896.00
					1,336.00
WNS Pub. News-Sentinel/The Rev	01	College Relations	Advertising	Open PO for Advertisements	51.20
	01	College Relations	Advertising	Open PO for Advertisements	51.20
					102.40
WSDR-AM	01	College Relations	Advertising	Open PO for Advertising	593.80
WSSQ-FM	01	College Relations	Advertising	Open PO for Advertising	546.00
WZZT-FM	01	College Relations	Advertising	Open PO for Advertising	597.54
Waddell & Reed, Inc	01		Waddell & Reed		485.00
Waddell & Reed, Inc	01		Waddell & Reed		485.00
Walker, Shirley A.	01		Foundation Expense	Advance for Blackburn Training 5/13-5/17	300.00
Ward, Murray, Pace, & Johnson,	01	Board of Trustees	Legal Services	General Legal Services for April 2000	3,796.00
Waubensee Community College	01	Business Office	Tuition Chargeback	Chargeback for Spring 2000 Semester	5,685.48
Weight Watchers	01	Education Fund	Resident Tuition	weight watchers for 4	163.76
	01	Education Fund	Course Fees	weight watchers for 4	214.00
	02	Operations & Maintenance	Resident Tuition	weight watchers for 4	20.24
					398.00
West Publishing Company	01	Learning Resource Center	Books and Binding Costs	Il Legislative Service 2000	748.25
	01	Learning Resource Center	Books and Binding Costs	Il Law Finder 2000 Pamphlet	72.30
					820.55
White, Linley V.	01	Dean of Business,Tech & Natural	Conference/Meeting Expense	Travel Reimbursement-ICCEDA/ICCET Conf 5/3-5/5	431.47
Wilkins-Lowe and Company	12	Risk Management	Worker's Compensation	worker comp quarterly installment	3,933.00
Willamette Industries Inc	01	Administrative Data Processing	Office Supplies	851001 8 1/2 x 11 Blank, Cut Sheet, Copy Paper	1,840.00

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Williamson, Judith B.	01	English	Conference/Meeting Expense	travel reimb - 4/12-13/00 - Allerton	71.02
Woosung Quarry Products	02	Grounds	Maintenance Supplies	Gravel and Black Dirt-One Load Each	214.58
Xerox Corporation	01	Other Institutional	Debt Principal Retirement	copier lease - principal	379.81
	01	Other Institutional	Interest	copier lease - principal	338.85
	050200	Xerox Copier	Maintenance Services	copier lease - principal	2,089.17
					2,807.83
Yelm, Stephanie D.	01		Accounts Payable	Student Refund	250.00
				BANK ACCOUNT TOTAL:	367,673.65

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	062022	WFP- Education to Careers Grant	Conference/Meeting Expense	Mastercom Trng Course conference	325.00
Alfano, Cindy	062022	WFP- Ed to Careers	Instructional Supplies	Reimbursement for Treats for TGIF & Honors Escrow	23.93
Ameritech	062032	Adv Tech- Technology Support Gra	Telecommunications	Line Charges for T1 Line Acct No 815Z99-21139925	253.41
Anderson, Pamela J.	062010	Special Populations Grant	Other	hours reimbursed	280.00
Ashton High School	063030	Perkins IIIE Tech Prep	Other	Claim 12 Tech Prep	69.90
Bos, Keith A.	062022	WFP- Ed to Careers	Conference/Meeting Expense	Travel Reimbursement 4/11-4/27	71.50
Candlelight Inn	063011	Student Support Services Grant	Other Conference & Meeting	lunch - foundation waiver comm	59.08
Clodfelter, Pamela J.	062024	WFP- Career Services	Conference/Meeting Expense	Reimbursement for Job Fest Supplies	10.88
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	Reimbursement for Photo Development & Film/Battery	52.35
	063011	Student Support Services Grant	Other Conference & Meeting	travel reimb for trip to Florida 4/11-18/00	560.93
					613.28
Dalton, Belinda A.	063011	Student Support Services Grant	Other Conference & Meeting	additional travel-4/11-18/00	60.00
Eden Roc Resort & Spa	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel Room-Belinda Dalton TRIO Conf 6/2-6/3	424.06
EduTech Limited	063011	Student Support Services Grant	Conference/Meeting Expense	Conference for Trio Directors meeting	215.00
Fullington, Donna L	062270	IDHS Srvg Clnts @ the Front Door	Other	6 Months Car Insurance	257.00
GTE Wireless	062032	Adv Tech- Technology Support Gra	Telecommunications	Monthly Charges	29.90
Gallatin River Communications	062032	Adv Tech- Technology Support Gra	Telecommunications	DS1 Channel DH2A664336..LB	276.00
Gallatin River Communications	062050	SBDC Grant	Telephone	Monthly Telephone Charges	63.22
Grey House Publishing	062024	WFP- Career Services	Instructional Supplies	Directory of Business Information Resources	207.50
Hall, Doris	063041	ISBE Adult Education- EA	Other Supplies	travel reimb-indistrict - April	16.80
Kerber, Joan E.	062022	WFP- Ed to Careers	Conference/Meeting Expense	travel reimb - March high school visits	24.50
	062022	WFP- Ed to Careers	Conference/Meeting Expense	travel reimb -Champaign, IL	173.15
					197.65
Landherr, Mary E.	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	16.25
Lindahl, Sharon	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	20.15

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
Lipscomb, Lyle	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	14.30
Longfellow, Richard	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	4.55
Mahar, Sandra L	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	16.25
Mathey, Barbara	062073	ISBE Voc Ed- Tech Prep Grant	Conference/Meeting Expense	Mileage Reimbursement for Mtg 4/27/00	26.00
McCleary, Tammy V.	062270	IDHS Srvg Clnts @ the Front Door	Other	Uniforms for Work	32.65
McPerryman, Ginny M.	062270	IDHS Srvg Clnts @ the Front Door	Other	Gas Money	30.00
Medieval Times Dinner & Tourna	063011	Student Support Services Grant	Other Conference & Meeting	trip to medieval Times - 40 people 6/25/00	1,356.00
Miami Fontainebleau Hilton Res	063011	Student Support Services Grant	Conference/Meeting Expense	Hotel Expense-Belinda Dalton for TRIO 5/4-5/8	760.52
Murphy, Sarah	063011	Student Support Services Grant	Other Conference & Meeting	piano accompanist for St Supp Grad/Transfer Dinne	75.00
National Association of Colleg	062024	WFP- Career Services	Conference/Meeting Expense	Membership Fee	300.00
Reliable	063011	Student Support Services Grant	Office Supplies	supplies	45.99
	063011	Student Support Services Grant	Office Supplies	supplies	24.17
					70.16
Schultz, Wilbert J.	062270	IDHS Srvg Clnts @ the Front Door	Other	Boots and Jeans for New Job	64.76
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 4/30/00 Payroll	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 4/30/00 Payroll	459.25
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds for 4/30/00 Payroll	119.90
					681.87
State Universities Retirement	062050	SBDC Grant	Allocated Employee Benefits	Matching Funds for 5/15/00 P/R	102.72
	063011	Student Support Services Grant	Allocated Employee Benefits	Matching Funds for 5/15/00 P/R	459.24
	063020	Perkins IIc	Allocated Employee Benefits	Matching Funds for 5/15/00 P/R	119.89
					681.85
Vernon Company	063011	Student Support Services Grant	Other Conference & Meeting	500 Tri Mark with 3 inks	627.01
Wells Fargo	063071	Stafford Subsidized	Dept. of Education	Return Spring Check of T Mewhirter 360-54-8812	465.60
World Publishers, Inc	063011	Student Support Services Grant	Office Supplies	dictionary	76.90
				BANK ACCOUNT TOTAL:	8,773.93

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PAYEE/VENDOR	FUND	ORGANIZATION	ACCOUNT	COMMODITY	CHECK AMOUNT
	050400	Bookstore	Purchases for Resale	Shipping Costs	144.16
Consolidated Management Co	050400	Bookstore	Purchases for Resale	PAL Cards & Cookies	2,301.50
ENTEC, Inc	050400	Bookstore	Purchases for Resale	Supplies	205.16
Houghton Mifflin Co.	050400	Bookstore	Purchases for Resale	Books	143.82
McGraw-Hill Companies	050400	Bookstore	Purchases for Resale	Books	5,780.16
NACSCORP	050400	Bookstore	Purchases for Resale	Books	84.27
NCR Corporation	050400	Bookstore	Office Supplies	Labor and Parts	364.84
Nebraska Book Company	050400	Bookstore	Purchases for Resale	Books	10.93
SVCC Bookstore	050400		Petty Cash	Book Buy Back Petty Cash	20,000.00
SVCC Bookstore	050400		Petty Cash	Book Buy Back Petty Cash	20,000.00
				BANK ACCOUNT TOTAL:	49,034.84
				ALL ACCOUNTS TOTAL:	425,482.42