

# **Sauk Valley Community College**

## **FY 2007 ANNUAL REPORT**

At a Board retreat conducted early in 2006, the Sauk Valley Community College Board of Trustees established the College's strategic directions by identifying:

- A mission statement that described what the College does,
- A vision statement that described what the College should strive to become, and
- Four strategic goals that would guide the College toward achieving its vision.

The College's Organizational Planning and Improvement Committee (OPIC) identified initiatives which clarified each of the strategic goals. OPIC provided college-wide input as the committee was comprised of employees representing all areas of the College, and included faculty, support staff, and administrators. The strategic initiatives were reviewed by the Board at its March 2006 meeting, and were utilized throughout the College as each department/area developed its respective FY07 operational plans.

This annual report highlights the activities in which College staff were engaged and the progress they made toward achieving the strategic directions. Questions and comments can be directed to:

Thomas Gospodarczyk  
Dean of Institutional Research and Planning  
Phone: 815-288-5511, ext. 402  
E-mail: [gospodt@svcc.edu](mailto:gospodt@svcc.edu)

## **PROGRESS TOWARD ACHIEVING STRATEGIC GOALS**

**Strategic Goal #1:** The College will provide learning opportunities of exceptional quality

**Strategic Initiative 1.1:** Use data and findings to improve and refine the quality of learning opportunities.

- All areas reported the use of data for decision making and planning.
- The Health and Sciences division gathered data by surveying local employers and nursing programs across the state regarding the strengths and weaknesses of ladderung Sauk's nursing education program.
- The Mathematics faculty used exit exam data from multiple semesters to revise curriculum for student success.
- Project VITAL analyzed data regarding student progress and the materials they used, then obtained and tested new materials prior to revising their teaching resources.
- All of the programs and events sponsored by Student Support Services were evaluated by the student participants, and the results were used by SSS for program planning and improvement.

**Strategic Initiative 1.2:** Develop and expand programs.

- Two degrees (Paramedic AAS and Special Education AAT) and one certificate program (Lean Manufacturing) are currently waiting ICCB approval after being developed and completing Sauk's curriculum approval process.
- The adult education program expanded by offering classes in three additional communities.
- On-line COMPASS testing was implemented which permitted testing to be conducted at area high schools.
- There was a 26% increase in the number of people attending FAFSA and financial aid workshops.
- Enrollment in dual credit courses increased by 50%, serving students from every district high school as well as several home schooled students.
- Five in-service workshops were conducted for high school math faculty.

**Strategic Goal #2:** The College will offer the highest value of educational services while being fiscally responsible.

**Strategic Initiative 2.1:** Financially manage the College so an operating surplus occurs on an annual basis.

- By changing health insurance networks, the college is projecting savings of 7% on medical claims.
- Lighting was reduced when and where feasible in the building, and building temperatures were reduced by two degrees to lower energy consumption and resulting utility costs.
- A review of enrollment in the Music program resulted in major cost reductions including the elimination of a faculty position and instituting the practice of offering the Music program only on a tutorial basis.
- Course fees for Health and Sciences classes were analyzed, compared with expenditures, and adjusted to assure that student fees would cover disposable lab supplies and instructor travel to clinical sites.

- The use of Sauk facilities outside of normal hours of operation and the related expenses were examined. Practices were implemented to reduce energy consumption by scheduling multiple activities within the same ventilation zones. The standard contract for outside groups using the college facilities was modified and now includes charges for expenses incurred for energy consumption.

**Strategic Initiative 2.2:** Increase student enrollment.

- FY07 apportioned credit hours increased by 2.9% from FY06.
- 33% of students from the 2007 high school graduation class enrolled in classes at Sauk for the Fall 2007 semester.
- Information and recruitment events were held at all of the district's high schools as well as at seven area employers.
- In an effort to better serve the Hispanic population, the Cross-Cultural Coordinator assisted 24 non-English speakers, translated financial aid and ESL/GED information, provided translations for 10 non-English speaking parents needing college information, and prepared a Spanish TV commercial.
- Project VITAL exceeded its goal of serving 150 adult literacy students by serving 199 adult learners.

**Strategic Initiative 2.3:** Increase resource development.

- A combined total of \$428,500 was pledged by all eight of the area hospitals to fund the on-line nursing program over the next three years.
- Various departments in the college wrote for six new grants, four of which were funded and the remaining two are still pending.
- Student Needs and Project VITAL solicited and received over \$30,000 in contributions to directly benefit students.
- The MATHPREP web page was funded by a new grant.

**Strategic Initiative 2.4:** Position the College to pursue a referendum.

- The list of alumni was updated with current addresses and the first alumni newsletter was mailed to over 13,000 alumni.
- An alumni web site was developed.
- Sauk's visibility was enhanced as the college and individual employees maintained memberships and participated in numerous area organizations.
- Efforts were expanded to increase awareness that community members can utilize many of Sauk's programs and services without enrolling for classes, by several departments, including AmeriCorps, Health and Sciences, the Learning Resource Center, Personal and Professional Development, and the Small Business Development Center,.

<p><b>Strategic Goal #3:</b> The College will be responsive to the learning needs of our students and the economic development needs of the community.</p>
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**Strategic Initiative 3.1:** Participate in area economic development.

- Memberships were maintained in all of the district's chambers of commerce, and in several state organizations.

- Sauk staff were members in local organizations, including the United Way Board, Whiteside County Extension Council, Sterling Rotary, Dixon Rotary, Dixon Main Street Advisory Board, and the Manlius Historical Society.
- The Workforce Council has provided an understanding of workforce employment and training needs, as well as opportunities to network with potential employers.
- 93% of the Health and Sciences divisional representatives documented community service.
- Sauk participated in two Critical Skills Shortage Initiatives (CSSI) which addressed the area's shortage of skilled workers in nursing and manufacturing.

**Strategic Initiative 3.2:** Develop a comprehensive community survey plan.

- Linkages with businesses, government offices and agencies, and service providers have been established and maintained by departments throughout the college. While information is routinely exchanged, these contacts would provide direct contacts for a comprehensive survey.

**Strategic Initiative 3.3:** Expand learning opportunities and support services.

- The student needs office trained adult education teachers on the services available to students with special needs and how to refer students to them.
- The Instructional Technology department helped create a web-based learning module to help students to comprehend complicated material and provided over 15 workshops and 8 web casts to introduce new technologies to faculty and staff.
- AmeriCorps created a website link which provides information on service resources in the Sauk Valley area.
- P.L.A.C.E. was actively involved with Trabajando Juntos and the Immigration Task Force, which resulted in conducting special workshops on topics related to immigration and health.
- A work study student transferred Sauk blueprints to auto-cad drawings that can be accessed in the Buildings and Grounds office.

<p><b>Strategic Goal #4:</b> The College, at all levels, will use data to make decisions and plans.</p>
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**Strategic Initiative 4.1:** Create a system to collect, store, analyze and share data.

- Information gathered through assessment activities is being shared and analyzed by faculty, and stored electronically along with plans resulting from faculty discussions.
- Committee meeting minutes are being collected and stored on the SVCC web site for easy access by all staff.
- Data warehouse options, which would make institutional data more readily available, have been actively researched and pursued.
- Student Services has expanded its use of Banner to more efficiently track and serve students.
- Enrollment trends and information was regularly gathered on other colleges through student service list serves, and presented at the President's Council.

**Strategic Initiative 4.2:** Use data for decision making.

- The use of data in decision making and planning resulted in revisions to the music program.
- High school enrollment data has been used for predicting future college enrollments.

- Human Resources researched and compared the expenses of our current methods of tracking job applicants with the costs of using an electronic based system, and recommended purchasing an electronic system.
- The results of a January student scheduling survey are being used to improve course scheduling and to better accommodate student needs.
- Counseling made modifications in how services are provided in response to Banner data which identified changes in how students access counseling services.

## **SUMMARY REPORTS BY AREAS**

### **ACADEMIC AREAS**

#### **ADULT EDUCATION**

AE continued its student focus by scheduling classes in three additional communities, while maintaining on-campus offerings. AE developed a marketing plan and also revised the ESL curriculum.

The database developed by Project VITAL has allowed for more efficient and reliable data management, and was shared with other programs in the state. VITAL increased its efforts at post-testing students, to better assess student progress and identify effective program elements

AmeriCorps grew its partnerships and met needs in schools and area agencies. Members learned new life skills, and several participated in human services practicums. AmeriCorps maintained visibility through member activities and community service.

#### **ARTS, SOCIAL SCIENCES, MATHEMATICS, AND PHYSICAL EDUCATION**

The Division made many positive contributions during FY07, enhancing learning opportunities by adding internet and hybrid courses in History, securing Curriculum Committee approval for the Associate of Arts in Teaching in Special Education degree, and expanding coordination with the Woodlawn Arts Academy to offer credit courses in Art and Music in the city of Sterling.

#### **BUSINESS, TECHNOLOGY AND WORKFORCE DEVELOPMENT**

In FY07, the Business, Technology and Workforce Development Division achieved many things. These include: creating a new Lean Manufacturing certificate, implementing two welding certificates created last year, establishing a partnership with Ashford University, assisting Dixon to become a TreeCity USA, hosting a visitor from Germany, expanding course sharing with Highland Community College, continuing monthly meetings with local industry, and managing thirteen governmental grant programs. The Division also continued seven student scholarships and added a new PTK scholarship. Dual credit and corporate training continued to expand this year. Several new marketing pieces were created.

#### **HEALTH AND SCIENCES DIVISION**

The Health and Sciences division continues to evolve and move in directions that promote quality learning. Curriculum initiatives, equipment/lab purchases and changes in admission criteria provide evidence of this. Support of our students and new adjunct faculty will remain a priority. We have instituted cost effective changes through lab fees and course scheduling options. Divisional representatives remain well in tune with community needs through volunteer or economic development work. Our students remain very successful on certification or licensure exams and transfer successfully when they so desire.

## **ACADEMIC SUPPORT**

### **INFORMATION SERVICES**

FY07 saw the addition of many services for students including student e-mail, the first step in students' time in the LAC, and a host of services for dual credit including online applications and registration. Internal processes were reviewed and refined; dual credit application of charges/waivers/payments, staff/waivers and charges. A new website was brought online with the College's first content management system. A recent survey showed that 87.5% of the students felt the computer facilities were good to superior.

### **LEARNING ASSISTANCE CENTER**

The LAC continued to make significant contributions to student learning during FY07. During the Spring Semester 2007, an English honors student completed a project that produced new guidelines to improve writing tutor training as well as handouts to assist students in the writing process. The LAC also implemented the Red Canyon software system to track student usage of the center. Data retrieved from the system led to modifications in the scheduling of tutors and services. A survey indicated that 88 percent of students using the LAC expressed satisfaction with the services available.

### **LEARNING RESOURCE CENTER**

FY07 has been a very productive year for the LRC. During the past year, the LRC finished cataloguing all of its items including: serials (allows the checking-out of magazines using barcodes), reference, and the Mathis collection. We have also experienced consistently high LRC use, have managed to contain some increases in our materials costs, have developed an on-line information literacy course, and have written for six grants. Major staffing changes have taken place including: a change in the night Library Assistant, a total turnover in our work-study workers, and the retirement of the Technical Services/Public Services Librarian.

### **STUDENT NEEDS**

Students served during FY07 increased to 263 from 233 last year. The Student Needs Office focused on transition issues as outlined in this year's Operational Plan. The number of parents participating in their students' transition to Sauk increased.

A support group/club for students with learning differences was initiated, which has been very active and has been particularly appealing to the parents of incoming students. Staff also chaired the Sauk Valley Transition Planning Committee consisting of special education teachers and administrators of local public schools.

The tutoring program continues to grow and is extremely important to retention issues.

## **STUDENT SERVICES**

### **ADMISSIONS, RECORDS, COUNSELING**

The Admissions, Records and Counseling Offices successfully accomplished planned activities in the areas of enrollment management, services and student retention. Thirty-three percent of college bound high school graduates enrolled at SVCC in the Fall 2006. Current Spring 07 enrollment indicates a 9% increase in students. Online placement testing was fully implemented and administered to 698 potential students. Student contacts with counselors and academic advisors increased 5% over the previous year. Services to area high schools included recruiting visits, placement testing and registration. Other recruitment activities included participation in multiple community events to highlight and promote SVCC.

### **ATHLETICS**

The athletic program had another strong year in FY07. Student athletes in cross country and golf received high honors. Cross Country had two runners qualify for the NJCAA Women's National meet. In addition, three runners received Academic All-American honors. A golfer qualified for the NJCAA National meet after placing in the top five individually in the Region IV championships.

In team sports, the Men's Basketball team reached 20 wins. The athletic department assisted by the college hosted a successful Region IV Division I Men's and Women's Basketball Tournament. For the second straight year, the baseball team won the Arrowhead Conference Championship with a 15-5 conference record.

### **FINANCIAL ASSISTANCE**

Staff presented thirty nine financial assistance workshops/presentations to educate and promote financial aid, to 769 students, a 57% increase over last year. The Veteran's audit resulted in no findings. The Fall and Spring customer service surveys showed a 97.4% satisfaction rating. Awareness of job opportunities increased as we improved web site postings of current Federal Work-Study job opportunities. We continue to reduce costs by working towards a paperless office through an imaging system. Information, from the National Student Loan Data System, including lender information, loan types, and amounts borrowed, was provided to borrowers in an effort to educate students and prevent student loan default.

### **PROMOTING LATINO ACHIEVEMENT THROUGH COLLEGE EDUCATION (P.L.A.C.E.)**

During FY07, the Cross-Cultural Coordinator connected 67 students and parents to college services and provided translation services. The Cross-Cultural Coordinator used community resources to help Latinos find and use personal, academic, and financial support. Two health educational programs were co-sponsored with LSSI and Whiteside County Health Department with a total of 145 Latinos attending and receiving Sauk information. This connection increased the college's visibility in the community and assisted in the recruitment of minority students. Collaboration with the Office of Student Activities and Student Support Services provided co-curricular activities for students. The Day of the Dead and Racial Justice promoted understanding of alternate cultures. Additionally, the Cross-Cultural Coordinator and eight ALAS members attended the United States Hispanic Leadership Institute Conference.

## **STUDENT SUPPORT SERVICES**

The SSS program met or exceeded all of its program goals. Staff provided 1437 academic counseling contacts, tutors provided 171 tutoring hours to 36 students, and 66 students utilized the laptop lending program. Program students participated in three leadership activities, including conferences in Washington, D.C. and Chicago. The SSS Single Parent Association was active on campus. 130 students participated in workshops, college visits, and cultural events. Comprehensive evaluation indicated students' satisfaction rate of 4.70 on a 5 point scale. Over 90% of participants remained in good academic standing, 19 program participants graduated from the college and 20 students transferred to 4-year Universities.

## **STUDENT ACTIVITIES**

This year's Free-For-Fall was attended by 800 students. A business showcase was held with 20 area businesses participating. Many of the events in the fall were co-sponsored. The office has continued to collaborate with such partners as Student Support Services, Cross Cultural Affairs and Wellness. The international Seeds of Change Earth Day Exhibit was presented April 14-21. There were 16 clubs active on the Sauk Campus, serving over 200 students. SGA sponsored the second annual spring concert, with proceeds benefiting Granny Rose Animal Shelter. The awards ceremony was co-sponsored with SSS.

## **STUDENT SERVICES**

This year, the Dean of Student Services assumed responsibility for handling discipline issues at Sauk Commons which resulted in contacts with individuals regarding eighty two housing issues. Incident reports at the Commons decreased significantly within two months from the start of the fall semester.

Students appealing their financial assistance denials have increased by 104%. The dean worked with each on an individual basis to resolve the issues and help them their pathway to success.

The Graduate Follow Up Survey was completed with an 80% return rate. Overall, graduates are pleased with their Sauk experience.

## **ADMINISTRATIVE AREAS**

### **BUILDINGS AND GROUNDS**

The Buildings and Grounds Department provides custodial, maintenance, grounds keeping, and security services for the campus. We also are responsible for capital projects at the college and are working to update aging equipment and to improve energy efficiency at the college.

Campus safety enhancements were provided through the addition of two new security call boxes, a new street light between housing and the main building, and extending the east sidewalk all the way to Sauk Road.

We successfully completed our five year program review which helped give us direction to improve

department operations.

## **BUSINESS SERVICES**

The Business Services division serves the role of providing financial planning for the College. The Dean began the process of acquiring \$3.5 million in funding bonds to offset the cost of equipment and capital projects. The Business Office continued to perform general accounting and reporting functions for the College. The Information Center revised the contract for rental of College facilities to include utility costs previously not charged. The College van rates increased to offset the cost of gasoline. Consolidated Management rearranged the layout of the serving line to make it more user friendly. The Child Care Center completed its first year of the federal C.A.R.E. grant that assists students in childcare costs and provides evening child care services.

## **COLLEGE RELATIONS**

During FY07, the media relations arm of the Office of College Relations distributed more than 200 news releases (16 to 20 per month) to area daily and weekly newspapers, radio and television stations. The office coordinated display advertising with Sauk Valley Newspapers and 10 area weeklies. Radio advertising was coordinated on WSDR/WZZT/WSSQ; WIXN AM/ WSEY-FM/KOOL-FM: and WLLT-FM. Several live interviews were also arranged. College Relations coordinated TV advertising on Insight Cable.

The office produced two sports guides and a Region IV Tournament guide. College Relations located Axis Publishing who published both winter-spring guide and regional tournament guides. After APC Programs, the firm that produced and printed previous sports guides, went out of business in October, with no notice to its customers.

In April, Brian Olmsted assumed additional marketing duties when Cal Lyons left SVCC to take a position at another college.

## **FOUNDATION**

During FY07, the Sauk Valley Community College Foundation received \$204,497 in donations designated for student scholarships, endowments, memorials, and other restricted projects. The Foundation awarded more than \$151,000 in student awards and scholarships and spent more than \$198,600 for special projects including but not limited to athletic programs, memorials, Project VITAL, and student housing. The Sauk Foundation Board of Directors currently consists of 20 volunteer members who live throughout the College district. Over the past year, the Foundation worked with Dr. Joan Kerber to update the College Alumni addresses and develop the first semi-annual Alumni newsletter.

## **HUMAN RESOURCES**

Human Resources coordinates all aspects of the employment process and benefits, facilitates recognition and morale programs and committees, and HR Director serves as the College Sexual Harassment, Affirmative Action, Ethics, and ADA officer. On August 1, 2006, the College changed to a new third party administrator, Butler Benefit Systems and PPO provider, Employer's Coalition on Health (ECOH) saving approximately \$100,000 from FY06. Ethics Training for all College personnel was conducted in October 2006. The Information Services and Human Resources department is in the process of

implementing a new online application process through AppliTrack.

### **INSTITUTIONAL EFFECTIVENESS**

The office of the Vice President of Institutional Effectiveness successfully developed a solid baseline for the College to continue connections with Sauk Alumni. This was accomplished through a database cleanup of over 13,000 alum's contact information, the development of a new Alumni Website, the completion of eighteen alumni profiles, the first Alumni & Friends Highlights newsletter and several meetings with alumni to discuss future connection ideas. The goals for connections with the Sauk Valley Community College alumni were met and exceeded and should build a good base for future opportunities between the College and their alumni.

### **INSTITUTIONAL RESEARCH & PLANNING**

The major functions of IR&P are to author and submit reports and surveys to external agencies including the ICCB and Higher Learning Commission, and to direct the strategic planning process. This year the office coordinated the preparation of the self-study report for ICCB recognition and the subsequent recognition visit by the ICCB team. A revised committee structure was implemented and committee meeting minutes were collected and posted on the College web site for staff viewing.