

# The Sauk Scout

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Vol. XXVIII, No. 31    Sauk Valley Community College Office of College Relations    April 10, 2009

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## SPRING BREAKOUT PARTY TONIGHT!

Don't forget about the Spring Breakout Party tonight at 6 p.m. in the upstairs banquet room at O'Leary's Irish Pub and Grill, 924 W. First St., in Dixon. Our own band, *Wrong Element*, will perform at 7 p.m. Food and drinks will be on your own.

## SERENADE IN BLUE TICKETS AVAILABLE IN INFORMATION CENTER

Be sure and get your tickets for the Music Department's "Serenade in Blue" World War II-era USO show, from 7 to 10 p.m. on Saturday, April 18, at the Brandywine Banquet Center, 441 IL Route 2, in Dixon. This dinner-dance will feature our Jazz Ensemble, under the direction of Gary Johnson, adjunct faculty music, and our Collegiate Singers, directed by Kris Murray, assistant professor of music and humanities. Tickets are \$18 each and are available in the Information Center or by calling ext. 206.

## SERVICE AWARDS CEREMONY ON APRIL 15

Our annual Service Awards Ceremony will be held at 12:30 p.m. on Wednesday, April 15, in the Cafeteria. Distinguished Faculty, Professional-Technical, Support Staff, Rookie of the Year, and STAR Awards will be presented.

## COLLEGE TO HOST WIND ENERGY OPEN HOUSE

Sauk will host an open house to launch its new wind energy program from 6 to 8 p.m. on Thursday, April 30, in Room 1K4. The event will include an overview of the wind energy job outlook, an introduction of Ashish Gavali, Sauk's new adjunct wind energy instructor, a presentation on our wind energy certificate programs, and a panel discussion with Sauk faculty and wind energy industry representatives.

## STAFF WINNER/BIRTHDAY PARTY SET FOR APRIL 16

A Staff Winner/Birthday Party will be held at 2:30 p.m. on Thursday, April 16, in Room 2K2.

## POST 9/11 GI BILL PRESENTATION FOR VETERANS ON APRIL 14

The Office of Student Financial Assistance will host a program on the new Post 9/11 GI. Bill at 1:30 p.m. on Tuesday, April 14, in Room 2K2. There is no charge to attend.

## BENEFIT PERFORMANCES OF *THE VAGINA MONOLOGUES* APRIL 23-25

Sauk will present three benefit productions of *The Vagina Monologues* on Thursday, April 23, Friday, April 24; and Saturday, April 25 at 7 p.m. in the Mathis Theatre. The performances will highlight programming for "A Week without Violence." Proceeds will go to the YWCA and a scholarship for Sauk students.

## **FACULTY & STAFF ACTIVITIES**

### **Tim Benedict to Travel to Brazil as Part of Rotary Exchange**

**Tim Benedict**, coordinator of Project VITAL (Volunteers in Teaching Adult Literacy) will travel to Brazil for the month of May as part of a Rotary exchange trip. He will visit adult literacy programs in various cities in Brazil. When he returns, Tim will share what he learned with different area organizations.

## **UPCOMING MEETINGS**

- **President's Council**, 9 a.m., Tuesday, April 14, Board Room.
- **Developmental Task Force**, 3 p.m., Monday, April 13, Room 2K2.
- **Health Careers Education**, 12:15 p.m., Wednesday, April 15, and again at 9 a.m., Friday April 17, both in the Library Conference Room.
- **Student Services Committee**, 1:30 p.m., Friday, April 17, Library Conference Room.

## **TECH TIPS FROM IT DEPT.**

### **Reducing PowerPoint File Size**

Are your students having problems downloading or printing your PowerPoint presentations? If you include pictures in your presentations, chances are the answer is yes. When the picture file sizes are big, the PowerPoint file size is big. When this happens, it is difficult for users to download the file at home or print it at school. Reduce the file size by using the Insert command to insert pictures, compressing pictures, using solid color backgrounds, and chunking your information. For step-by-step instructions, visit the IS/IT Café Blog at <http://isitcafe.blogspot.com/2009/04/reducing-powerpoint-file-size.html>.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

### **PPD Classes Continue**

Personal and Professional Development courses running April 18 through April 29 include:

- **Retouch and Repair Photos**, 6 to 9 p.m., Monday, April 20, Room: 2F5. Cost: \$60. Instructor: Marcy Lawrence.
- **eBay Kick Start**, 1 to 5 p.m., Friday, April 24, Room 3K2. Cost: \$79. Instructor: Gayle Trend.

### **The Sauk Scout**

*The Sauk Scout*, the weekly in-house newsletter of Sauk Valley Community College, is published weekly during the fall and spring semesters and bi-monthly during the summer.

**Deadlines to submit items for publication:**

- 3 p.m. on Wednesdays (fall and spring).
- Noon on Tuesdays (summer).

Submit items for publication via e-mail or hardcopy to **Brian Olmsted**, coordinator of public relations, ext. 219, or e-mail [olmsteb@svcc.edu](mailto:olmsteb@svcc.edu); or **Sandi Krause**, administrative assistant Information Center, ext. 385, e-mail [krauses@svcc.edu](mailto:krauses@svcc.edu)

## **ADMINISTRATIVE NIGHT DUTY**

**Monday, April 13** – Luis Moreno

**Tuesday, April 14** – Janet Lynch

**Wednesday, April 15** – Dr. Mary Lou Kidder

**Thursday, April 16** – Tom Gospodarczyk

## **CAMPUS SAFETY AND SECURITY**

### **Making an Incident Report**

A written incident report is necessary anytime you are a witness to or involved with any medical emergency, accident, fight, or theft, in which there is potential injury, damage to, or loss of property. The new report form is easy and can be completed in a few minutes.

### **Submitting a Report is as Easy as 1-2-3**

All previous report forms that were used for different types of incidents have been combined into one form that is now used to report any incident occurring on campus.

1. The incident report form is on our web site as a downloadable form in the employee FAST area.
2. Download the form, enter all pertinent information you can, and save as a Word document. Be aware that all questions will not be pertinent to every incident.
3. Send the report as an e-mail attachment to Nancy Breed in the Business Office at breedn@svcc.edu

### **Submit Completed Form on the Day of the Incident or ASAP**

Anyone may complete and submit an incident report. Two or more reports on the same incident are acceptable. However, if there is more than one employee at the scene, agree on who will complete and submit the form. Make sure someone completes and submits a report. The Business Office will review the form and initiate any necessary follow-up. This may include contacting the subject, witnesses, responders, security, or our insurance carrier. This may also be the link if there are student issues that need to be addressed.

### **Is It Serious Enough To Report?**

There is no simple guideline to determine if a report should be made or not. The more serious the incident, the more important it is to report it. If unsure, submit a report and let the Business Office determine how to handle it. If you have questions or comments regarding this, or any other security or emergency procedure, please contact Tom Gospodarczyk at 402 or e-mail: gospodt@svcc.edu.

## **SKYHAWK SPORTS**

### **Baseball**

|                    |        |                                |
|--------------------|--------|--------------------------------|
| Saturday, April 11 | Noon   | Vs. Kishwaukee at <b>HOME</b>  |
| Tuesday, April 14  | 2 p.m. | Vs. Kishwaukee at Malta        |
| Thursday, April 16 | 3 p.m. | Vs. Rock Valley at <b>HOME</b> |
| Friday, April 17   | 2 p.m. | Vs. Highland at <b>HOME</b>    |

### **Women's Softball**

|                    |        |   |
|--------------------|--------|---|
| Saturday, April 11 | TBA    | Vs. Highland East/West Tournament at Freeport |
| Tuesday, April 14  | 3 p.m. | Vs. Illinois Valley at <b>HOME</b>            |
| Friday, April 17   | 3 p.m. | Vs. Waubensee at Sugar Grove                  |

### **Men's Tennis**

|                    |            |                                   |
|--------------------|------------|-----------------------------------|
| Saturday, April 11 | 10:30 a.m. | Vs. Oakton at <b>HOME</b>         |
| Friday, April 17   | 3:30 p.m.  | Vs. Moraine Valley at Sugar Grove |

### **Golf**

|                   |        |  |
|-------------------|--------|--|
| Tuesday, April 14 | 1 p.m. | Vs. Illinois Valley, Senica Oak Ridge, LaSalle |
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