

The Sauk Scout

Vol. XXVIII, No. 39 Sauk Valley Community College Office of Marketing & PR June 30, 2009

COLLEGE TO BE CLOSED JULY 2

Since the Fourth of July holiday falls on a Saturday, the College will be closed on Thursday, July 2. Have a safe and enjoyable holiday. College offices open and classes resume on Monday, July 6.

SAUK TO FEATURE FLOAT IN DIXON'S PETUNIA FESTIVAL PARADE

The College will be featured in this year's Dixon Petunia Festival Parade on Sunday, July 5. The float, which will be a flatbed trailer pulled by a College vehicle, will feature a classroom scenario that will include students dressed to represent several of our different programs. The Float Committee, chaired by Nina Law Flatt, consists of Heather Gieseke, Mike Hunter, Ana Salgado, Jeanne DePuy, and Chris Byar. The College is a corporate sponsor in this year's Petunia Festival. The float crew includes more than 20 people including float committee members as well as family and friends. The Dixon Petunia Festival runs from Thursday, July 2 through Sunday, July 5. So, cheer on Sauk's float in the parade and enjoy the holiday.



Sauk Float Committee members pose by Sauk's Petunia Festival float as they apply final touches before Dixon's Petunia Festival Parade on Sunday, July 5, beginning at 1 p.m. From left to right are: Mike Hunter, Heather Gieseke, Jeanne DePuy, Nina Law Flatt, and Ana Salgado. Not pictured: Chris Byar.

STAFF WINNER/BIRTHDAY PARTY SET FOR JULY 16

The next Staff Winner/Birthday Party to honor those with July birthdays will be held at 2:30 p.m. on Thursday, July 16, in Room 2K2.

UPCOMING MEETINGS

- **President's Council**, 9 a.m., Tuesday, July 7, Board Room.
- **President's Council**, 9 a.m., Tuesday, July 14, Board Room.
- **Calender Committee**, 3 p.m., Wednesday, July 8, Board Room.
- **Sauk Foundation Finance Committee**, 4 p.m., Wednesday, July 15, Board Room.
- **Student Services Division**, 1:30 p.m., Tuesday, July 14, Room 1K4.

SVCC BOARD HIGHLIGHTS

At the Monday, June 22nd meeting of the SVCC Board of Trustees, the Board heard Dr. Mihel report that:

- Sauk is up 17 percent in enrollment for summer semester and up 15.4 percent for fall semester.
- The Board heard a presentation on site planning for the College from Paulien and Associates.
- Dr. Mihel reviewed with Board Policy 517.01 *Campus Security* and Board Policy 518.01 *Sexual Assault Policy* with the Board. He will recommend changes to both policies.

In other business, the Board:

- Approved the bid for roadway improvements from Northwest Illinois Construction Company for \$251,320.16;
- Approved the Resolution Establishing Prevailing Wage for SVCC District 506;
- Accepted the Resource Allocation and Management Plan for Fiscal Year 2010, which includes a 4.35 percent budget increase as stipulated by the Illinois Community College Board;
- Approved Board Policy 428.01 *Pre-employment Investigations and Pre-employment and Employee Testing* for first reading;
- Approved Board Policy 429.01 *Identity Theft Prevention* for first reading;
- Approved Fiscal Year 2010 Tentative Budget for first reading;
- Approved the appointment of Christopher Carlson as assistant professor of heating, ventilation and air conditioning (HVAC) beginning August 14;
- Passed a resolution regarding the College's two Challenge Grants; and
- Approved the Closed Session Minutes of May 18, 2009.

The Board's next regular meeting will be at 7 p.m. on Monday, July 27, in the Board Room.

PERSONAL AND PROFESSIONAL DEVELOPMENT

- **College for Kids** - The Discovery Center Museum Science Camp 4th – 6th Graders, Monday - Thursday, July 27 - 30, Room TBA. Cost: \$75 (all 4 days).



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; or **Sandi Krause**, administrative assistant Information Center, ext. 385, e-mail krauses@svcc.edu

ADMINISTRATIVE NIGHT DUTY

Monday, July 6 – Tom Gospodarczyk

Monday, July 13 – Luis Moreno

Tuesday, July 7 – Chris Shelly

Tuesday, July 14 – John Ditto

Wednesday, July 8 – Kathryn Snow

Wednesday, July 15 – Tom Gospodarczyk

Thursday, July 9 – Dr. Don Pearl

Thursday, July 16 – Virginia Johnson

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 a single form that is now used to report any incident occurring on campus.

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

The form should be submitted on the day of the incident or as soon as it is possible. 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 Sauk employee at the scene, they may agree on who will complete and submit the form. Just make sure that some one will complete and submit the report. The business office will review the form and initiate any follow-up that is necessary. The follow-up 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. In general, the more serious the incident, the more important it is to report it. If unsure, complete the report and let the business office determine how to handle it.

Going Public

Please refer any requests for information by the news media to Brian Olmsted, coordinator of public relations, who will provide the most complete information, while guarding confidentiality, and protecting Sauk and employees. If you have questions or comments regarding this or any other security or emergency procedure, please contact Tom Gospodarczyk at ext 402, or e-mail: gospodt@svcc.edu.