



The Sauk Scout

Vol. XXVX, No. 1 Sauk Valley Community College Office of Marketing & PR July 15, 2010

SVCC BOARD TO MEET

The SVCC Board of Trustees will meet at 7 p.m. on Monday, July 26, in the Board Room.

SAUK VALLEY COLLEGE FOUNDATION TO MEET

The Sauk Valley College Foundation will meet at 7:30 a.m. on Tuesday, July 27, in Room 2K2.

DONATIONS ACCEPTED FOR USED BOOK SALE STARTING AUG. 1

The Sauk Valley College Foundation will accept donations for its upcoming second annual Used Book Sale (formerly the AAUW Used Book Sale) from August 1 through October 18. Used books (except for encyclopedias, textbooks, and Reader's Digest condensed books), audio books, movies (DVD & VHS), and music CDs will be accepted. Donations may be dropped off anytime at the loading dock. The sale will be from 4 to 9 p.m. on Friday, October 22; 9 a.m. to 6 p.m. on Saturday, October 23; and from noon to 4 p.m. on Sunday, October 24, at Northland Mall in Sterling. Proceeds will go towards scholarship and educational funds for Sauk students. For more information, call **Heather Gieseke** at ext. 345 or **Shelley Gottel** at 815/625-0027.

'FINANCIAL AID DAY' SET FOR JULY 22

Students registering for fall classes have one last chance to apply for financial aid before fall classes begin. The Office of Student Financial Assistance will sponsor a special "Financial Aid Day" from 7 a.m. to 5 p.m. on Thursday, July 22, in Room 1G12. This event is an absolute must for students that plan to pay for classes via financial aid, and will be the last chance for students to get their financial aid applied for and processed before Monday, August 2 in order to reach the payment plan deadline for fall. The new payment policy requires all students that register for classes to pay tuition and fees when they register or set up a payment plan in place by certain deadlines. Students registering after July 5 must pay tuition and fees or have a payment plan set by Monday, August 2. After August 2, students that have registered but have no payment plan in place will be dropped from their classes and will have to re-register. The new payment policy keeps seats open for serious students that were previously held up by students that registered but did not attend or pay for their classes.

COLLEGE TO IMPLEMENT NEW SMOKING POLICY AUG. 1

A new smoking policy takes effect August 1. The new policy, approved by the SVCC Board of Trustees in May, prohibits students and employees from smoking anywhere on campus except parking lots that are at least 15 feet away from the building, and personal vehicles. An alternative location for smokers on campus is being considered. The new policy, *514.02 Smoking Policy*, comes from efforts of representatives of the Student Government Association (SGA) back in March. SGA members asked the SVCC Board to consider a stricter non-smoking policy for the health and well-being of Sauk students and employees. Dr. Mihel said the new policy coincides with state mandates that prohibit smoking in public

places, and that SGA members surveyed students and found very little opposition to changing the policy. The new policy replaces *624.01 Illicit Use of Drugs, Abuse of Alcohol by Students and Prohibition of Tobacco*. Policy concerning drug and alcohol use is outlined in a separate board policy.

LRC ORIENTATION TO BE HELD JULY 26

An LRC Orientation will be held at 10:30 a.m. on Monday, July 26, in the Library Conference Room.

UPCOMING MEETINGS

- **Retention Committee**, 8 a.m., Monday, July 19, Library Conference.
- **Foundation Finance Committee**, 7:30 a.m., Tuesday, July 20, Board Room.
- **President's Council**, 9 a.m., Tuesday, July 20, Board Room.
- **President's Council**, 9 a.m., Tuesday, July 27, Board Room.
- **Staff Development Committee**, 2 p.m., Wednesday, July 28, Library Conference.

IT TALK

Tech Tip – Open vs. Save

Have you ever lost a file you've edited after opening it from an email? In both Internet Explorer and Firefox, you will get the option to Open or Save when you click on the file in your email. If you intend to make changes to the document, choose Save and save the file on your computer. Then, find the file and double click to open. As you make changes press save again, and the file is saved on your computer.

IT News – Use Video in Your Blackboard Course

Add multimedia to your Blackboard class; create a short video that explains content or how to do a project. Many instructors are creating short video clips to help their students understand content or to explain how to do an assignment or project. Call the IT Dept. at ext. 229 or e-mail: it@svcc.edu. They will videotape your segment and put it into Blackboard. They also have software to let you to create screencasts of your computer screen as you narrate.



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 19 – Russ Damhoff

Tuesday, July 20 – John Ditto

Wednesday, July 21 – Tom Gospodarczyk

Thursday, July 22 – Virginia Johnson

Monday, July 26 – Dr. Mary Lou Kidder

Tuesday, July 27 – Cyrus Kooshesh

Wednesday, July 28 – Janet Lynch

Thursday, July 29 – Kathryn Snow

CAMPUS SAFETY AND SECURITY

When You Need Help, Call the Right Person

Special Needs of Students

Students that report disabilities or special learning needs are assisted by the student needs coordinator, who also assists faculty with accommodating special student needs. Contact:

- **Jessica Edwards**, student needs coordinator; Office: 1G4; Phone: ext. 246

Special Needs of Staff

Employees that need accommodations for special needs should contact our Americans with Disabilities Act (ADA) Officer:

- **Kathryn Snow**, director of human resources; Office: 3L18; Phone: ext. 291

Non-Discrimination Employment

Sauk is an affirmative action and equal opportunity employer. Questions regarding this should be directed toward the Affirmative Action/Equal Opportunity Officer:

- **Kathryn Snow**, director of human resources; Office: 3L18; Phone: ext. 291

Possible Sexual Harassment

The law requires an employer to investigate all allegations of sexual harassment. If a student or employee discusses possible sexual harassment with you, by law you must report it even if he or she asks you not to. All sexual harassment reports will be investigated to determine the legitimacy of the allegations and to resolve all issues. Investigations are conducted confidentially and any resulting actions are taken discreetly. Incidents of staff sexual harassment should be reported to:

- **Kathryn Snow**, director of human resources; Office: 3L18; Phone: ext. 291; or
- **Tom Gospodarczyk**, dean of institutional research and planning; Office: 3L12; Phone: ext. 402

Incidents of student-to-student, or student-to-employees should be reported to:

- **Luis Moreno**, dean of student services; Office: 3L06; Phone: ext. 360

Options for Calling for Emergency Assistance

1. Sauk Security - Security is on campus 24/7. They will respond to a variety of situations (i.e., opening locked doors, investigating hazards, helping with non-starting vehicles, escorting individuals to their vehicles, intervening in fights, responding to medical emergencies).
 - Dial "0" for the College switchboard anytime. The operator will dispatch security via two-way radio. When the operator is not on duty, enter 9 to be transferred to the security cell phone, which is carried by security personnel at all times.
 - Use one of the escort radios located on the wall a) in the East Mall near the handicapped entrance, b) between the West Mall entrance and the Fitness Center, and c) in the Buildings and Grounds area inside the double doors to the hall by the elevator.
 - Use one of the emergency call boxes, marked by a blue light and located in the parking lots, on the walkway to Sauk Commons, near the flagpole, near T1, the soccer field parking lot and the baseball and softball fields.
2. Calling police, ambulance, or fire - Dial 911 for police, ambulance, or fire. on a College phone. You will be connected with the Lee County Emergency Center. There is no need to dial "9" for an outside line. Whenever possible, use a College phone to call "911." The location from which the call originates is displayed to the 911 dispatcher, and internal alerts are sent to Sauk emergency responders.

If you have questions or comments on this, or any other security or emergency procedure, contact **Tom Gospodarczyk** at ext. 402, or e-mail: gospodt@svcc.edu.