



The

Our 45th Anniversary!
1965 - 2010

Sauk Scout

Vol. XXVX, No. 3 Sauk Valley Community College Office of Marketing & PR August 13, 2010

WELCOME BACK!

SVCC AWARDED FIVE-YEAR GRANT FOR SSS PROGRAM

The College has received a five-year \$1,341,375 federal grant for its TRIO Student Support Services (SSS) program. The grant will run September 1, 2010 through August 31, 2015. The grant, which equals \$268,275 per year, will help provide academic and support services for Sauk students that meet federal eligibility guidelines. Cyrus Kooshesh, director of student support services, said he was informed by the offices of Senator Richard Durbin and Congressman Bill Foster that Sauk's SSS Program will receive funding. Cyrus explained that this round of competition for the grant was fierce. "More than 1,500 colleges and universities applied for the grant and only slightly more than 900 received the funding," he said adding that more than 600 institutions did not receive funding. Kooshesh said he was grateful to Dr. Mihel, Luis Moreno, Sauk's dean of student services, Christina Gilroy, SSS special projects assistant, and all the Sauk and SSS staff for their guidance and support.

SPECIAL PROJECT TO ENHANCE COLLEGE'S EAST-SIDE PRAIRIE PLOT

Sauk is teaming up with several community organizations and businesses to enhance the campus's prairie plot located east of the main building. The goal of the grant-funded project will be to enhance the prairie plot area to provide more educational, recreational, and inclusive opportunities for area residents to experience prairie plant life native to Illinois. Sabrina Earl, coordinator of AmeriCorps, said that this project is very community-based and that in time it can become a real prairie education center. Sabrina added that organizations already involved include the Northwestern Center for Independent Living (NICIL), Kreider Services, the Department of Rehabilitative Services (DORS), and community members that are volunteering. Sabrina also said there are also local vendors interested in making plant and material donations. The project began this week with ground-breaking for a sidewalk that will lead from the east sidewalk to the prairie plot. Future plans include installing raising plant beds, adding plant signage, and installing multi-sensory components for disabled visitors.



Construction workers smooth out concrete early Thursday morning as they finish pouring the new sidewalk that will lead to the College's prairie plot on the east end of the campus. The sidewalk is one part of a special grant-funded, community-based project to enhance the prairie plot.

STAFF WINNER BIRTHDAY PARTY SET FOR AUG. 19

The next Staff Winner/Birthday Party will be held at 2:30 p.m. on Thursday, August 19, in Room 2K2.

NEW FERPA UPDATES YOU SHOULD KNOW

Due to FERPA (Family Educational Rights and Privacy Act) and new regulations regarding HEOA (Higher Education Opportunity ACT) that relate to private information we have made these changes.

- **Classroom computers** - When classroom computers are restarted (which is forced to happen each night and every time the machine is shut down or restarted) any files saved on the machine disappears. So, if you copied presentations to the machine, installed software or downloaded materials from the Internet, those items will be gone after the restart. The reason for this change is that student data (papers, etc.) have been found on enhanced classroom computers.

If there is specialized software needed for instruction, call ext. 229 or email: it@svcc.edu with room number, software needed (where IT can get it) and when needed. IT will install it. The intent is to protect student data, not to restrict the software needed to teach classes.

- **Student, Faculty and Staff password reset (Blackboard and email)** - Laws require that we use some type of procedure to validate an individual's identity to make these types of changes. Admissions has a series of questions (not the same questions every time) to help authenticate an identity. Once satisfied, they change the individual's password. For Blackboard and email password changes, call admissions. They will confirm IDs and ensure the password is changed.
- **In the Future** - We will move our present email to another email product. Prior to that move everyone will need to complete an online informational presentation and quiz regarding FERPA, Red Flag and HEOA. This will consist of three parts 1.) General FERPA updates 2.) FERPA compliance for electronic information 3.) FERPA compliance for non electronic information. Remember, these laws cover student, faculty and staff information as well as vendor and contact information. The online training will take place in September-October.

UPDATE ON GUIDE DOG ETIQUETTE

Jessica Edwards, special needs coordinator, wants everyone to be aware that there will be a visually-impaired student using a guide dog on campus. Each guide dog owner has specific preferences for how others may interact with the dog. Many remember when Kathleen and Pasha were on campus. Pasha was a veteran guide dog and Kathleen was willing to let people interact with him. Because this new student's guide dog is young and is still learning, she asks that people do not interact with her dog. She has shared information from the Guide Dog Foundation for the Blind, Inc., and has asked everyone to respect these guidelines. The following are applicable in a college setting:

Etiquette and Guide Dogs

- Don't touch, talk to, feed, or distract the dog while it is in harness. Let it perform safely for its handler.
- Don't treat the dog as a pet. Give it the respect of a working dog.
- Don't give the dog commands. Let the handler do that.
- Don't try to take control in situations unfamiliar to the dog or handler. Assist only if asked.
- Don't walk on the dog's left side when walking with the owner/handler as the dog may become confused. Walk on the owner's right side several paces behind him or her.
- Don't try to grab or steer the owner/handler while the dog is guiding, or try to hold the dog's harness. Ask if the owner needs assistance. If so, offer your left arm.
- Don't allow children to tease the dog. Let it rest undisturbed.

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

- Don't pat the dog on the head. If the owner approves, stroke the dog's shoulder.

The student has also asked that the dog's name not be shared with anyone, but SVCC security. They are instructed to only use the name in an emergency if the student is unable to give the dog commands herself. Faculty are asked to share this information with their students and for all staff to share it with their employees. Posters with guide dog etiquette will also be put up on bulletin boards on campus.

UPCOMING MEETINGS

- **President's Cabinet**, 9 a.m., Tuesday, August 17, Board Room
- **Sauk Foundation LLC Committee**, 7:30 a.m., Tuesday, August 17, Library Conference Room

IT TALK

Tech Tip – Screen Shots and Screen Recordings

Now it is easier than ever to create a quick screen shot (picture of part of your computer screen) or screen recording (video of your computer screen as you do something) to illustrate a point or explain a procedure to students. For screen shots, try Gyazo (<http://gyazo.com/en>), a free downloadable program. Launch the app, drag your mouse to get the screen shot, and the URL of your picture is instantly copied to the clipboard which you can then paste anywhere. For screen recording, try ScreenCastle (<http://screencastle.com/>), a web based tool that you don't need to download. (However, it will only record things in your internet browser.) Simply click the red button and begin recording (no audio). If you need a more powerful screen capture tool, contact the IT Department at ext. 229 or it@svcc.edu, or, check out other mostly free screen capture tools at: <http://bit.ly/easyscreenrecording>

IT News – Cell Phone Discounts

As a Sauk employee, you can receive a discount of about 18% off your base cell phone plan for AT&T and Verizon. (Discount not found for US Cellular.) Call your cell phone company or check out: <http://www.att.com/wirelessdiscounts> or <http://www.verizonwireless.com/b2c/employee/emaildomainauthentication.jsp>

ADMINISTRATIVE NIGHT DUTY

Monday, August 16 - Luis Moreno

Tuesday, August 17 - Dr. Donald Pearl

Wednesday, August 18 - Alan Pfeifer

Thursday, August 19 - Chris Shelley

CAMPUS SAFETY AND SECURITY

Emergency Evacuation

Everyone will be directed to evacuate the building whenever there is a suspected fire, bomb, or a suspicious substance on campus. In all situations, people safety should be foremost on everyone's mind.

Fire and Smoke

The fire alarm will be used when there is a suspected fire or smoke has been detected. Even though Sauk's concrete building will not burn, smoke produced by even a small fire can be deadly.

What if You Smell Smoke?

Smoke may be caused by things that don't require the fire department. If you detect smoke or a "burning smell," call the college switchboard at "0." The operator will alert security by radio, who will investigate.

What if You Discover a Fire?

If you discover a small fire, smother it out or use a fire extinguisher. Call the operator at "0" and wait for security to arrive. If you discover a larger fire, close the door to the room if possible and pull a fire alarm. Do not hesitate to pull the fire alarm if you discover a fire.

What Happens When a Fire Alarm is Pulled?

An activated alarm registers in the Lee County 911 Center. Operators will immediately dispatch firefighters. The location of an activated fire alarm also registers with buildings and grounds. Staff will be dispatched by radio to investigate, and will inform the 911 dispatcher of a false alarm or a fire's location and severity.

How Will I be Informed if There is a Different Reason to Evacuate?

A building evacuation will be announced by intercom and telephone PA systems. Since the current systems do not reach every room, if you pass a room in which people are not responding, enter that room to inform them of the situation and direct them to evacuate. Everyone should turn off radios and cell phones as they could trigger a remote activated bomb control.

What Should I Do During an Evacuation?

- Leave the building immediately and direct others to do so also
- If you are in a lab that uses gas, make sure the gas is turned off
- Close doors behind you as areas are cleared
- Avoid the elevators and use only the stairs
- Assist anyone who appears to be in need
- Move out to the parking lots
- Do not attempt to move cars since cars may obstruct emergency vehicles
- Give fire trucks and emergency vehicles plenty of room
- Wait for the all clear signal to be given before returning into the building

Buildings and grounds will shut down the ventilation systems.

What About Those Who Cannot Use the Stairs?

Individuals that cannot go down stairs because of disabilities should go to one of these areas for help:

- The stairway in the center of the building in section K, or
- On the river side balcony, near the stairs between sections F and G

Security will help them down the stairs. Others in the area may be asked to assist.

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