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Board Notes

The following items are highlighted from the board of trustees agenda May 11, 2009.

[Resolution declaring board election results](#)

The board approved and issued a resolution declaring the results of the April 7 election. Jerry Hoekstra and Hugh Van Voorst were re-elected to serve six-year terms on the board.

[Avendano selected as president](#)

The board selected Dr. John Avendano to be KCC's sixth president. Avendano, vice president for academic affairs and student development at Illinois Central College in East Peoria, will assume his new duties on July 1. Dr. Larry Huffman will begin to transition the responsibilities to Avendano in the coming weeks. Avendano will replace former KCC President Jerry Weber, who left for the top post at College of Lake County in Grayslake.

[Personnel policy revisions](#)

The board approved personnel policy revisions. The college updated the policies and procedures in order to become more standardized with common practices at other community colleges. Additional information will be provided before the effective date of July 1, 2009.

[Tuition waivers](#)

The board approved a new student success initiative for Fall 2009 that waives tuition and fees for the College Success Skills course, ORIN 1501, for 90 first-time, full-time freshman, and for seniors from seven high schools that participated in the COMPASS testing placement program. The goal is to determine whether or not the course impacts the success of this target group. The college is also extending a free course to high school seniors who completed COMPASS testing placement program as juniors and placed into college-level English or math.

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The board received a report about the grade point averages of students who began at KCC and transferred to public universities in Fall 2008. On average, KCC transfer students earned better GPAs than students who began at the university as freshman.

[Information items](#)

The board received a report about activities related to sustainability and the Paralegal/Legal Assistant Studies Program. The board also approved recommendations for staff tuition/course reimbursements and chargebacks and approved the request to bid for a greenhouse.

Changes in personnel policies

At their May 11 meeting, the Board of Trustees approved changes in personnel policies effective July 1, 2009. Some policies were changed after a survey of peer and contiguous colleges was conducted in response to staff inquiries regarding personnel matters.

The changes are summarized as follows:

1. The floating holiday is now a true floating holiday. Specific dates on which the holiday must be taken have been removed from the policy.
2. Vacation day allocations will be accelerated for some categories of employees.
3. The proper dress policy was updated to provide more clarity. Generally, the expectation is business attire. Specific positions have exceptions due to the nature of the work performed.

[The revised policy is available for review.](#)

Graduation thanks



Cathy Robinson, dean of Student Services, would like to express her gratitude to all those who contributed to the successful commencement program held on campus this past Saturday.

Particular thanks go to those who served on the Graduation Task Group and to those who had specific assignments related to the program and physical arrangements.

Colleague UI Upgrade

During the weeks of May 25th and June 1st, ITS will roll out a new version of Colleague's User Interface client, also known as Datatel or UI. KCC currently uses UI version 1.5, and will upgrade to UI version 2.3.

[Budget transfer deadline](#)

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"ITS will roll out this upgrade by department," said Rick Elliott, coordinator of administrative information systems. "The differences between the versions are very minor, in that most of the modifications were made to things that are behind the scenes. Users will see a few changes with the look of querybuilder."

Next week, ITS will send an e-mail to with directions to upgrade from UI 1.5 to UI 2.3. For more information, or for questions, contact Elliott at ext. 8917.

New hours for the Learning Resource Center

Editor's note: The following includes corrected hours for the interim session.

Beginning this week, the Learning Resource Center will have new hours.



Interim weeks, May 18 to 24: 7:45 a.m. - 5 p.m. Monday through Thursday and 7:45 a.m. - 4 p.m. Friday. Closed Saturday, Sunday.

May 25 to June 5: 7:45 a.m. - 6 p.m. Monday through Thursday and 7:45 a.m. - 4 p.m. Friday. Closed Memorial Day, May 25, and Saturday, Sunday.

Summer term, June 8 to Aug. 1: 7:45 a.m. - 8 p.m. Monday through Thursday and 7:45 a.m. - 4 p.m. Fridays. Closed July 3, Saturdays, Sundays.

Interim weeks, Aug. 3 to Aug. 21: 7:45 a.m. - 5 p.m. Monday through Thursday and 7:45 a.m. - 4 p.m. Fridays. Closed Saturdays, Sundays.

Fall 2009 semester hours, beginning Aug. 24: 7:45 a.m. - 8 p.m. Monday through Thursday; 7:45 a.m. - 4 p.m. Fridays; and 10 a.m. - 1 p.m. Saturdays. Closed Sundays.

Food service hours

Food service will close at 1:30 from May 18-June 5. Vending will be well stocked to serve students enrolled in the limited number of evening courses in the 6 week term beginning May 26, as well as employees who may work evening hours. Regular hours will resume June 8. Please plan accordingly.

College hours

The week of May 18 to 22, KCC will be open from 8 a.m. to 7 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Friday.

The above information also was published in the Summer & Fall 2009 class schedule.

May 28 accounts payable check run

Due to campus being closed on Monday, May 25 for Memorial Day, voucher requests need to be received by Angela Kunce in the Business Office by the end of the day Friday, May 22 if a check is needed for the May 28 check run.



The Accounting Office asks you to plan accordingly to ensure checks are available when needed.

Flex time Q & A

Summer flex time is being offered again this year for most weeks between May 18 and July 27 -- the weeks of May 25 and June 29 are excluded due to holidays.

Administrators and supportive staff who follow the procedures can elect to work either four 10-hour days or four nine-hour days and one four-hour day per week during this period. The procedures, described in the May 11 *Update*, have remained the same as last year.

Following is a detailed list of questions and answers about the program. Those who have questions about flex time are invited to contact David Cagle, director of human resources, at dcagle@kcc.edu or ext. 8128.

Q: Is this program optional?

A: Yes; not everyone will choose to participate. If you want to participate, you must submit a written request describing your preferred work hours to your supervisor. If approved, he/she will forward a recommendation up the chain of command to the area dean or vice president for approval.

Q: What are the minimum number of days I must work?

A: An employee must account for 40 hours per week. Employees will generally work four 10-hour days; four nine-hour days and one half-day; or five eight-hour days. A staff person cannot apply more than 10 work hours in a day toward flexible scheduling.

Q: If I use vacation, sick, personal time during a flex week, how will that be recorded?

A: You must account for 40 hours per week. If you take a vacation or sick day, it will be considered as eight hours. Example: I'm off on Monday and anticipate working four 10 hour days Tuesday through Friday. I work 10 hours on Tuesday but am sick on Wednesday. I then work 10 hours on Thursday and Friday. Worked time is 30 hours, sick time is 8 hours. I must account for the remaining two hours through a vacation request, sick leave, or compensatory time (support staff only).

Q: Can I use flex time one week and not the others or a mixture of weeks?

A: The immediate supervisor is responsible for coverage of the

work area. Therefore, a person can participate one week and not another with the appropriate approvals in the chain of command through the area dean or vice president.

Q: What happens during the weeks which include Memorial Day and July 4?

A: The weeks of May 25 and June 29 are excluded from this program. If you want to extend time off around July 4, submit a vacation request to your supervisor for approval.

Q: Can I work a split shift to get my 10 hours in? That is, can I work five hours, take two off, and work five more?

A: This is possible. Again, your supervisor is responsible for area coverage. Generally, it is expected that work will commence no earlier than 6:30 a.m., and end no later than 8 p.m. Monday through Thursday, and 6 p.m. on Fridays. All work schedules must be approved through the supervisory chain of command through the appropriate dean or vice president.

Q: Does this program affect the length of my breaks or lunch?

A: No.

Q: Is the work day really 10 1/2 hours long with a 1/2 hour lunch period?

A: Yes, 10 hours must actually be worked, and staff would be expected to take their 1/2 hour lunch in addition to that.

Q: Can Saturday or Sunday be included as a work day?

A: Not unless you are regularly scheduled to work on those days.

Q: Can I get my paycheck on Thursday if I'm scheduled to be off on Friday?

A: Yes, with a written note from your supervisor indicating you are not scheduled to work on Friday, you may pick up your paycheck on Thursday after 2 p.m. Direct deposit is not affected by flex time.

Q: What about staff who work in remote locations?

A: Supervisors at these locations will need to determine whether the program is appropriate for their location. For example, in shared building situations, it is possible that the building would not be open and available for staff to work early or late flex hours.

Q: Does this program affect the hours of operation at any location?

A: No facility will reduce hours of operation because of this program. Adequate staff coverage is to be maintained for all normal operational hours.

Anyone who has further questions regarding the summer flexible scheduling is asked to contact David Cagle at ext. 8128.

Summer casual Fridays are underway

On Fridays through Aug. 14, employees will have the option to participate in casual days.

Remaining casual days are May 22, 29, June 5, 12, 19, 26, July 10, 17, 24, 31, Aug. 7 and 14.

-- Participation is optional.

-- Jeans may be worn if accompanied by a collared shirt with "Kankakee Community College" on it or if accompanied by a business casual shirt and a KCC name badge or staff ID. KCC shirts are sold at the Hammes Bookstore and a limited selection is available in marketing and public information. Prices vary at both locations. Visit the bookstore or Linda Chouinard for more information.

Name badges can be ordered from Janet Fager, jfager@kcc.edu or ext. 8124. Everyone with a staff ID should use the one already issued. Those who do not have one can visit the Learning Resource Center. Bring a photo ID when requesting a staff ID. The Human Resources office has purchased "staff ID clips," available at the front counter of the Accounting Office. Also, staff in the Human Resources or Accounting offices can punch a hole in staff IDs for the clips.

-- Employees are asked to use good judgment in choosing appropriate jeans. Inappropriate jeans include those with patches, fraying, excessive length, low-rise cut and/or very faded.

-- Those who choose not to wear jeans should wear their normal work attire; or they can wear a KCC collared shirt along with their normal attire.

-- All employees groups can participate.

-- Please use good judgment in choosing whether to wear jeans. Depending on what is scheduled for a particular day, jeans may or may not be appropriate. Professional appearance is important, and all employees share the responsibility of representing the college.

Questions regarding casual days should be directed to Vicki Gardner, vice president for Business Affairs and Human Resources.

Employment news

Dwayne Musick has recently transferred to the position of academic adviser in Student Services.

In this position, Dwayne will conduct academic advising, mainly for students in technology and business (non-transfer) programs.

Previously, Dwayne was the coordinator of Upward Bound Support Services.

His office is located in Room D223 and his phone is ext. 8566.

In-service preview now available

It's never too soon to add a 'date' to your calendar.

So, attached is the [agenda of primary activities](#) for faculty in-service, Wednesday, Aug. 19 and Thursday, Aug. 20 including an all-staff breakfast and social hour.

More information will be available in August.

Health info nights are planned

The public is invited to information nights at KCC especially for those interested in entering a health career.

Health careers advisers will be present to discuss college programs. Information about KCC student services such as advising, student activities and financial aid also will be available. There will be time for questions and answers.



"These health information sessions will be great experiences for students to learning about opportunities in health career fields," said Justin LaReau, coordinator of recruitment services. "KCC looks forward to helping students meet their career objectives."

Dates for health careers information sessions are: Tuesday, May 19, 5:30 to 6:30 p.m. in the Workforce Development Center Conference Hall; Thursday, June 11, 1 to 2 p.m. in the Iroquois Room; Thursday, June 25, 5:30 to 6:30 p.m. in the Workforce Development Center Conference Hall; Wednesday, July 8, 2 to 3 p.m. in the Workforce Development Center Conference Hall; Monday, July 20, 5:30 to 6:30 p.m. in the Workforce Development Center Conference Hall; and Monday, Aug. 10, 1:30 to 2:30 p.m. in the Iroquois Room.

Reservations are requested, but not required. For more information, visit <http://www.kcc.edu/Pages/InformationSessions.aspx>, phone (815) 802-8508 or e-mail jlareau@kcc.edu.

Budget transfer deadline

The Business Office reminds all staff that budget transfers for grants that end June 30 and all non-grant funds for FY 2009 must be received in the Business Office by June 15.

For more information, call Brenda Dressler at ext. 8135.

Students make 'Saving the Planet' presentation

On Friday, April 24, two KCC students made a presentation which was later featured on the Central Community Unit School District 4 Web site.

KCC students Sarah Snyder and Ellen Surprenant made the presentation to a fifth grade class at Nash Middle School in Clifton. Snyder and Surprenant were enrolled in Debbie Podwika's Social Psychology class. They visited the class as part of a "Saving



the Planet" assignment.

A picture of the Web page is available [here](#). The Web site was live as of May 14, at <http://www.cusd4.org/vnews/display.v/ART/2009/04/27/49f6eda4d01d9>.

Sports camps offered

This summer, KCC will sponsor eight summer sports camps for grade school-age through high school aged athletes.

Full-time KCC employees can enroll their children for a 15 percent discount off the prices listed here.



Girls Basketball Introductory Camp, 9 a.m. to noon, Monday through Thursday, June 15 to 18. For girls entering fifth through eighth grades. Participants receive a T-shirt and camp participation certificate. Cost is \$65.

Girls and Boys Soccer Mini-Camp, 9 a.m. to noon, Monday through Thursday, June 15 to 18. For girls and boys entering fifth through eighth grades. Participants receive a T-shirt and camp participation certificate. Cost is \$65.

Boys Baseball Camp, 9 a.m. to noon, Monday through Thursday, June 15 to 18. Rain date: Friday, June 19. For boys ages 7 to 14. Participants receive a T-shirt and camp participation certificate. Cost is \$65.

Girls Volleyball Camp (Introductory), 1 to 4 p.m., Monday through Wednesday, June 15 to 17. For girls entering fifth through seventh grades. Participants receive a T-shirt and camp participation certificate. Cost is \$50.

Girls Volleyball Camp (Advanced), 1 to 4 p.m., Monday through Wednesday, June 22 to 24. For girls entering eighth through 10th grades. Participants receive a T-shirt and camp participation certificate. Cost is \$50.

Girls Softball Hitting Camp 1, 9:30 a.m. to 12:30 p.m., Tuesday, June 16. For girls 8 to 12 years old. Cost is \$40.

Girls Softball Hitting Camp 2, 1 to 4 p.m., Tuesday, June 16. For girls 13 to 17 years old. Cost is \$40.

Boys Basketball Camp, 9 a.m. to noon, Monday through Thursday, June 22 to 25. For boys entering fifth through eighth grades. Participants receive a T-shirt and camp participation certificate. Cost is \$65.

Registration deadline for each camp is two weeks before the camp begins. For sports camps registration information, phone the Athletics Office at ext. 8600 or e-mail jvasquez@kcc.edu.

Rehmpke@kcc.edu

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