



Please consider sustainability of our environment before deciding to print this newsletter.

Reception to honor baseball team will be Wednesday



A reception will be from 4 to 5 p.m. Wednesday, June 10 in the lower level of the College Center to honor the Cavaliers baseball team.

All employees are invited to attend and congratulate the team on its third place finish in the NJCAA Division II World Series.

Remarks will be at 4:15 p.m.

Refreshments and desserts will be served.

Note the fiscal year on requisitions

Submitted by Heather Dillander, director of financial affairs

When creating purchase order requisitions, please note on the requisition which fiscal year is to be charged for items or services being purchased.

As a reminder, items/services to be charged to fiscal year 2009 must physically be received no later than 4:30 p.m. on June 30. Items/services received after this time will be charged to fiscal year 2010.

If you have any questions, please contact Heather Dillander at extension 8142.

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Bookstore: fiscal year requests, inventory and hours

Submitted by Jill Christy, bookstore manager



The KCC Hammes Bookstore would like to remind staff that all Central Supply requests needed before the end of this fiscal year need to be received in the bookstore no later than June 15, 2009 in order to guarantee receiving by the end of June.

Delivery of items will be on Thursdays because summer hours have begun and the bookstore will be closed on Fridays.

Inventory June 29 and 30

The bookstore will be closed for inventory Monday, June 29 and Tuesday, June 30.

Summer hours

Beginning this week, the bookstore begins summer hours.

The Bookstore will be open Monday through Thursday from 8:30 a.m. to 6 p.m. and will be closed Fridays. Regular hours return Aug. 3.

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Intro to ANGEL course offered

On Tuesday, June 9, an ANGEL I training class will be offered from 1:30 to 3:30 p.m. in the Teaching & Learning Center, Room L341.

This course introduces tools for online and face-to-face instruction related to grades, rosters and attendance. Changes to the main course page for announcements also will be a topic. The class is limited to five participants. As a special bonus, participants will be the first to use new laptops and active learning aids.

Reserve a space by contacting Jessica Fehland at jfehland@kcc.edu or Donna Smith at dsmith@kcc.edu.



New slide show offers information on health careers admission policy



A 34-minute narrated PowerPoint presentation is available at www.kcc.edu to provide information about eligibility requirements and the competitive point system used for entry to KCC's health career programs.

"The audio-visual presentation talks the student through the information, making it easier to understand," said Barbara Arseneau, director of student advisement services. "Current and prospective students can access it from the comfort of their own homes."

To view the presentation, go to www.kcc.edu and click on "prospective students," "choosing a program," and "health careers." Scroll down and click on the "slide show" link.

The information in the slide show also is available as text on the Web site. It is called "Information on Health Careers Programs."

Bulk mail information

Submitted by Vicky Dubie, specialist I in Physical Plant Department

KCC is approved by the United States Postal Service as a non-profit organization, with permit no. 462 to mail pieces at bulk rates.

Only KCC is allowed use of non-profit mail permit no. 462.



Information about bulk--otherwise known as standard--mailings

A bulk/standard mailing is sometimes called a mass mailing. If a piece of mail from a bulk mailing is not deliverable as addressed, the postal service will throw it out. It will not be forwarded to the addressee's new address. It will not be returned to sender for database address correction.

For those reasons, bulk mail is a low cost way to sending a mass mailing.

Per piece rates can be anywhere from 10.1 to 35.6 cents, depending on classification (flat or letter) and the ZIP codes.

Preparing a bulk mailing

KCC's mailroom staff requires counting and processing time for a bulk mail. The postal service asks for a two-week processing time for any bulk mailing. Dated materials must take these processing times into consideration.

All college bulk mailings must have the college's name and address as the sender on each piece.

Following are postal service requirements if the mailpiece is folded:

If the opening is on the bottom, it should be sealed on the bottom with two pieces of tape or sealing tabs. The tape or sealing tabs should be one inch from each edge.

If the opening is on the top, it should be sealed on the top with one piece of tape or a sealing tab in the middle.

6 things you must tell the mailroom for every bulk mailing

Following are the requirements for bulk mail preparation, offered in the form of six questions the mailroom staff will ask every person delivering a bulk mailing for processing. You must be able to answer "yes" to each question.

1. Does the mailing consist of at least 200 pieces?

2. Is each piece identical in weight, size, shape and content?
 3. Is each piece stamped with the bulk mail permit stamp (non-profit permit no. 462)?
 4. Is the mailing in ascending ZIP code order? Note: do not use sticky notes or papers to divide ZIP codes.
 5. Is there an approximate count for the mailing?
 6. Is there a mail code the mailroom can charge for the cost of the mailing? Please provide the appropriate mail code.
- If you have any questions concerning bulk mailings, please feel free to contact me, Vicky Dubie, or any worker in the mailroom, at ext. 8170.

International student seeks host family

Submitted by **Elise Schultz**, international student adviser

This fall, KCC will welcome a new international student, Ga-young Jin, a young woman from South Korea.

Jin is 20 years old and plans to pursue a business transfer degree. She would very much like the opportunity to live with a Christian host family. Jin is Presbyterian, and would probably feel most comfortable with a family of a similar Protestant denomination.

A home-stay is the best way for students to improve their conversational English skills quickly and to learn about U.S. culture. Our hope would be that a family would be willing to host Jin for at least the fall semester. The family would be compensated for room and board.



If that is not possible, then another option would be for a family to provide short-term accommodations and to assist her in finding an apartment and settling in. After that, continuing to be a family connection for her would be desirable.

If you or someone you know would be willing to consider hosting Jin, please contact me, Elise Schultz, at eschultz@kcc.edu or ext. 8482 -- 815-802-8482 -- as soon as possible.

Take a massage break - Thursdays beginning 6/11

Submitted by **David Cagle**, director of human resources

"Oooooohhhh." "Aaaahhhhhh."

It's not a fireworks show, it's 15-minute chair massages.

In response to employee requests for chair massages, they will be offered on eight upcoming Thursdays.

What: 15 minute chair massages offered by American Bodyworks Institute (ABI) students

When: Every Thursday, June 11 through July 30, with appointments available from 2 to 4 p.m.

Where: Room D300, the Governors Room

Why: To feel good and maintain your physical, mental and emotional

well being.

Sign up at the first floor receptionist desk.

Cost: \$9, and tips are welcome.

Any employee can sign up. The maximum is 16 people per week, although the number of available spots could increase to 24 if there is enough interest.

After July 30, the weekly chair massage offer and times they are offered will be re-evaluated.

Anyone with questions regarding this new concierge service can contact me, David Cagle, at ext. 8128.

Concierge services are services offered by outside vendors, but with added convenience because the purchase and/or service occur at the workplace, saving participants time and fuel expenses.

Honor society will induct 2 KCC grads on June 24



An induction ceremony for the KCC chapter of Lambda Epsilon Chi--the national honor society in Paralegal/Legal Assistant Studies--will be June 24 at 4 p.m. at the Kankakee County Courthouse in Courtroom 300.

Two recent graduates of the KCC paralegal/legal assistant studies program will be inducted: Karen L. Marsh of Kankakee, and Dawn Richmond of Manteno.

"The Lambda Epsilon Chi membership status pertains only to students who exemplify exceptional performance," said Kris Condon, the program's coordinator.

Judge Gordon Lustfeldt, Iroquois County circuit judge, will address the induction class during the ceremony and the Honorable Kathy Bradshaw Elliott, chief judge of the 21st Judicial Circuit, will preside.

Judge Lustfeldt will be awarded honorary membership in the society for his service to the program and his contributions as a KCC adjunct faculty member.

Lambda Epsilon Chi Honor Society is a nation honor society in paralegal studies that is administered by the American Association for Paralegal Education. There are only seven other Lambda Epsilon Chi chapters in Illinois.

Among requirements for membership in the society, each student member must have completed at least two-thirds of the program requirements, have an overall grade point average of 3.5 or higher at KCC, as well as a grade point average of 3.75 or higher in paralegal/legal assistant studies classes. Applicants also must submit a legal writing sample and participate in a personal interview and a timed writing activity, all of which are reviewed by the Lambda Epsilon Chi Selection Subcommittee.

Two Paralegal/Legal Assistant Studies degrees are offered at KCC. For more information on the Paralegal/Legal Assistant Studies

program at KCC, phone Kris at ext. 8216 or e-mail kcondon@kcc.edu.

Athletes show talent at Summer Showcase next week

Athletes from 23 area high schools will be on campus next week to participate in the 2009 KCC Summer Showcase.

High school coaches nominated top senior players in the sports of volleyball, girls basketball, boys basketball, baseball and softball.

Cost to attend Summer Showcase events is \$5 for adults, \$3 for students with I.D. and \$2 for senior citizens. Times and locations are as follows:

Volleyball - Tuesday, June 16 at 7 p.m. in Ryan Gymnasium

Baseball - Wednesday, June 17 at 5:30 p.m. at KCC's baseball field

Softball - Wednesday, June 17 at 5:30 p.m. at KCC's softball field

Girls Basketball - Thursday, June 18 at 5:30 p.m. in Ryan Gymnasium

Boys Basketball - Thursday, June 18 at 7:30 p.m. in Ryan Gymnasium

Summer Showcase 2009 is sponsored by KCC and Xtreme Promotional products.

2 graduates named to All-Illinois Academic Team

Two recent KCC graduates were named to the 2009 Phi Theta Kappa All-Illinois Academic Team.

Abby Bilderback of Kankakee and Heather Johnson of Bourbonnais were among 60 community college students recognized in Springfield. Students on the all-academic team are nominated by their respective colleges.

Both Bilderback and Johnson were members of the 2009 KCC graduating class.



Bilderback graduated with a 3.92 grade point average, was a KCC Baccalaureate Scholar and a member of Phi Theta Kappa, where she served as vice president of scholarship. The Baccalaureate Scholars program is a competitive entry, two-year scholarship program for academically talented students. Bilderback will transfer to the University of Illinois at Chicago, with the goal of becoming a high school English teacher.

Johnson graduated with a 3.86 grade point average, was a KCC Community Service Scholar and president of KCC's Rotaract service club. The Community Service Scholars program is a competitive entry program for students who have an extensive service background. While at KCC, the scholars receive tuition and fees and dedicate time to a number of community service projects. Johnson will transfer to Olivet Nazarene University in Bourbonnais to major in elementary education.

Phi Theta Kappa is an international academic honor society for



community college students. To be eligible for Phi Theta Kappa membership, students must have a 3.5 grade point average or better on a 4.0 scale.

Mailer going out

At the end of this month, the office of marketing and public information will send the Fall 2009 mailer to the printer to arrive on campus by July 17.

In order to assure the accuracy of the contents of the course listings, all faculty and division chairs are invited to look over the pages. This is a chance to check for accuracy of class times, dates, locations, titles, etc. but not to alter what is being offered or to add or delete sections.

Anyone who would like to make this final check can visit Sharon Hoogstraat's desk between 9 a.m. and noon on June 17 and 18. If that time frame does not work, call Sharon at ext. 8509 to set up a time.

Thanks to employee for helpful action

Thank you to Physical Plant Department employee Donald Hundley for his recent actions to return a missing item.

Donald found a purse in a college hallway and used the information in it to search for the owner's phone number. The purse had more than \$200 and credit cards in it, and the owner was very grateful that it was returned.

"Donald handled the situation in a very professional manner and represented the college admirably," said Eric Springer, coordinator of public safety and campus operations. "He did a great job!"

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