



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

Welcome reception will be July 7



All employees are invited to celebrate the arrival of KCC's new president, Dr. John Avendano, at a welcome reception on Tuesday, July 7.

The event will be 3:30 to 5 p.m. and 5:30 to 7 p.m. in the Iroquois Room. Hors d'oeuvres and other refreshments will be served. Employees and the community are invited.

Avendano assumes duties as KCC's sixth president on July 1.

Board notes

The following items are highlighted from the board of trustees meeting June 8:

Budget process

The board approved the administration's recommendation to operate within the budget draft as the FY 2010 budget is finalized in coming months. Staff are able to continue the operation of the college by making those expenditures required for normal operations, which include salaries, approved contracts, utilities, maintenance, and supplies from July 1, 2009 through budget adoption.

Resolution honoring the women's softball team

The board honored the women's softball team, coaches and trainer with a resolution for their accomplishments throughout the 2009 season. The team advanced to the Division II NJCAA National Tournament for the 14th time in the past 16 years. This year's team placed fourth in the nation.

Resolution honoring the baseball team

The board honored the baseball team, coaches and trainer with a resolution for their accomplishments throughout the 2009 season. The team advanced to the Division II NJCAA World Series for the fourth time in school history and the first time since 1998. The team

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finished third in the nation and had a final record of 52 wins, 14 losses and 1 tie.



[Advanced Technology Education Center](#)

The board approved a proposal to create conceptual designs for a new Advanced Technology Education Center. Architects will meet with KCC staff to determine program and space needs, to study site locations, create floor plans and design options, estimate costs and develop project schedules. The building will house alternative energy curricula, which has been expanding under the direction of Professor Tim Wilhelm. Architects will incorporate best practices in sustainable design and construction into the planning. More information will be shared as it becomes available.

[New Associate in Arts degree in Teaching Special Education](#)

The board approved a new Associate in Arts degree program. Graduates will be able to transfer to a four-year college or university to complete a bachelor's degree. In addition to existing classes, two new courses were developed. The degree will be offered beginning Fall 2010.

[Information and other items](#)

Information items -- The board received reports about activities related to sustainability and WKCC 91.1 FM.

Grant awards -- The board approved a \$28,945 lighting upgrade grant to upgrade to a more energy-efficient indoor lighting system. The board approved a \$4,200 Illinois Public Risk Fund grant to improve the availability of safety and emergency communications equipment. The board approved \$43,312 in Workforce Investment Act modifications which will be used to provide high speed internet services in Kankakee and Livingston counties and for administrative costs to serve eligible workers in Kankakee County under the Trade Adjustment Act.

Chargebacks and purchases -- The board approved the request to bid concrete repair and parking lot striping and to purchase computers for lab upgrades and staff use.

FY 09 absence forms requested

[Leave plan summary also is at KCCConnect](#)

Human Resources is in the process of closing out FY 2009 and could use the help of each employee.

"If you haven't already done so, please submit any and all absence forms for the current fiscal year as soon as possible," said David Cagle, director of human resources. "This will enable us to roll over accurate balances for FY10. Thank you in advance for your cooperation."

Also, full-time employees can review their leave plan summary through KCCConnect. To review the information, go to <http://connect.kcc.edu>, click "Log in," enter your KCC network username and password, choose "employees," and click "Leave Plans & Dental/Optical."

To receive a copy of the day-to-day recorded use of fringe benefits, including dates of absence, e-mail or phone Janet Fager at ext. 8124.

Watch comp time totals

All support staff members and their supervisors are reminded that comp time totals are limited to balances of 40 total hours effective July 1, 2009.

Anyone with questions on the policy can contact David Cagle at ext. 8128.

Color press is in place

The media department now has a color digital press to print promotional and instructional materials which need to be in color.

"Offering this machine will help us print color in a more cost effective way," said Kari Sargeant, director of marketing and public information. "Requests should be limited to items which require color, such as graphs or illustrations which cannot be differentiated in black and white. Please keep in mind that color production is much more expensive than black only."

The lease on the color printer includes a limited number of printing impressions each month before a higher per-copy rate goes into effect.

A new print form for color requests is in development. Until it is available, requests for color copying should be made directly with Stephen Dockemeyer or Ellen Skelly.

GED graduation

All staff members are invited to GED graduation on Friday, June 26 in the College Center.

More than 100 people have earned their high school equivalency through KCC in the past year. The program begins at 6 p.m. A reception will follow in the College Center.



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 me, Heather Dillander at ext. 8142.

Bookstore: fiscal year requests and inventory

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 will be on June 29 and 30.

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

Holiday weekend closing

KCC offices will be closed July 3, 4 and 5.

On July 4, portions of campus will be open to host the annual symphony pops concert and fireworks display (see the following article "July 4 celebration" for more details).

July 4 celebration



The sights and sounds of two symphony concerts and fireworks will be in the air on July 4 at Kankakee Community College.

Gates will open at 3 p.m., and the Kankakee Valley Youth Symphony will play at 5:30 p.m. Opening ceremonies to honor veterans will follow the first concert. After the formal opening, the Kankakee Valley Symphony Orchestra will play. The evening will end with a spectacular fireworks show. In the case of inclement weather, the concerts will be indoors. Food concessions will be available starting at 4 p.m. Games and activities for kids will be from 3 to 8 p.m.

Admission is \$15 a carload.

Representative Lisa Dugan will be the mistress of ceremonies and special guests will include veterans from the Illinois Veterans Home in Manteno.

KCC's grounds are handicapped accessible and picnicking is permitted. Concertgoers should bring chairs and blankets; no seating is provided. Ample indoor restrooms are available. There will be designated areas for small tents and mini grills. Personal fireworks, including sparklers, are not permitted.

For more information, contact Sarah Zirkle at KCC, (815) 802-8628 or e-mail smcintosh-zirkle@kcc.edu.

Proceeds from concessions and admissions will benefit the symphony and youth symphony. This year's concerts are underwritten by Riverside Medical Center. The fireworks show is sponsored by the city of Kankakee.

Massage breaks offered each Thursday



Fifteen-minute chair massages are being offered each Thursday in response to employee requests.

The massages are offered by American Bodyworks Institute students for \$9, and tips are welcome.

"For many of us who sit at our computers for long periods, it's a great opportunity to relieve some of that tension," said Linda Chouinard of the marketing office. "I enjoyed my 15-minute chair massage this afternoon (June 11). Of course, the 15 minutes went by way too fast! Maybe we could slow down the clock! The room was quiet with relaxing music in the background. It's a nice treat for yourself and great to have it available right here on campus."

"I would highly recommend the massage," said Janet Fager of the human resources office. "It was well worth it. Who would have thought a person's arms could feel so relaxed!"

The trial period for the massages is Thursdays from 2 to 4 p.m., by appointment, until July 30.

Sign up at the first floor receptionist desk. Massages are held in Room D300, the Governors Room.

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

Anyone with questions regarding this new concierge service can contact 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.

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.

World Series baseball shirts available

The KCC baseball team has 2009 World Series T-shirts for sale.

All shirts are \$12 and are in sizes M, L, XL and XXL. The shirts are available for purchase in the athletic department. There are approximately 20-30 left to be sold.

Tutor program welcomes new volunteers

The KCC ALIVE Adult Literacy program offers tutor training for new volunteers.

ALIVE volunteers assist adults with learning how to read or improving their basic skills in reading, writing, math and English.

Once trained, volunteers meet with their students at locations convenient to both parties-such as local libraries, churches or community centers. The time commitment is about two hours per week.

Two types of tutor training are offered. One option is classroom-based instruction including two six hours sessions. The other option is online training taken at the convenience of the prospective tutor.

The ALIVE program serves adults in Kankakee and Iroquois counties. It is supported by the Secretary of State Literacy Office and United Way of Kankakee County.

For program information or training registration, contact Denise Burklow in the KCC-ALIVE office at ext. 8307 or e-mail at dburklow@kcc.edu.

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