



Kankakee Community College

UPDATE



Employee Newsletter

June 22, 2009

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.

Friday is GED ceremony

All employees are invited to the GED graduation ceremony 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.



ImageNow imaging upgrade starts Wednesday



The Information Technology Services department will upgrade the ImageNow imaging system from 8 a.m. Wednesday, June 24 and until 5 p.m. Friday, June 26.

During the upgrade, no imaging services--scanning or document viewing--will be available. The imaging system upgrade is necessary because the current version of ImageNow is at end of life, meaning Perceptive Software will no longer support it.

We will be upgrading to the newest release of ImageNow, version 6.3 and the upgrade also will include new hardware.

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FY 09 absence forms requested

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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 rollover 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 60 total hours (post conversion to time and one half: 40 X 1.5) effective July 1, 2009.

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

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.

LRC online catalog has new look



The Learning Resource Center online catalog system underwent a significant upgrade which was completed last week.

Although the look of the catalog has changed, users are still able to conduct searches by title,

author, subject and keyword. In addition users can search and request items through I-Share.

Anyone who would like assistance using the new catalog or additional information is invited to contact the LRC at ext. 8400.

Employment news

Two employees have recently ended employment at KCC.

Barbara Darling, professor, nursing assistant program in the health careers division, employment ended effective May 16.

Joanne Smith, assistant professor, nursing program in the health careers division, employment ended effective May 16.



Reminder: Shred confidential info



All employees are reminded that shredding is a way to preserve confidentiality when papers/documents are ready to be discarded.

Therefore, please remember to shred instead of recycling or throwing away documents with confidential information including names, addresses, phone numbers and social security numbers.

Shredders for this purpose are located in Student Services and in Room L355.

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