



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

## In-service is next week: Come one, come all!

Two events during in-service week are open to all staff.

On Wednesday, Aug. 19, breakfast will be provided from 8 to 10 a.m. in the Iroquois Room.

Dr. Avendano, Dr. Marwick and others will provide college updates beginning at 8:30 a.m.

Then, on Thursday, Aug. 20, all employees are invited to a picnic at the pavilion (outside the bookstore exit) from 4 to 6 p.m. This social hour will include burgers (choice of beef and vegetable), chicken, side dishes, dessert and door prizes!

The in-service full schedule is at <http://www.kcc.edu/FacultyStaff/ktlc/Pages/TLCSpecialEvents.aspx>

## Four more anniversaries

Four supportive staff employees were inadvertently left off the August employment anniversary list in the Aug. 3 Update.

Congratulations to them for reaching their one-year anniversary:

**Liz East**, Adult and Community Education, 8/4/2008

**Mari Schaefer**, Math, Science and Engineering Division, 8/4/2008

**JoEllen Vasquez**, Athletic office, 8/5/2008

**Dawn Bennett**, Health Careers and Business and Technology divisions, 8/11/2008



## Pontiac location featured on Peoria TV

The Livingston Workforce Services office in Pontiac, operated by KCC, was featured on Peoria TV station WMBD Wednesday, Aug. 5.

The segment can be viewed at:

<http://centralillinoisproud.com/content/video/?cid=71441>

The news item with a text synopsis is at

<http://centralillinoisproud.com/content/fulltext/?cid=71441>

### Quick links

[Events; Evening Administrator/Counselor](#)

[Webviewer: Events; Evening Administrator/Counselor](#)

[Food Service Menu](#)

[KCC Job Openings](#)

### In this issue

[Please consider sustainability of our environment](#)

[In-service is next week: Come one, come all!](#)

[Four more anniversaries](#)

[Pontiac location featured on Peoria TV](#)

[Photo IDs times and locations](#)

[Free Microsoft testing vouchers now available](#)

[Supportive staff advocates available](#)

[25th golf outing will be 8-20](#)

[Welcome Back activities listed here](#)

If seeking the clip through [centralillinoisproud.com](http://centralillinoisproud.com), it is listed under Top Local News with the heading "Pontiac Job Clinic Offers Second Chance."

## Photo IDs times and locations

Full- and part-time employees, as well as all students, are required to have a KCC photo ID card.

Students need to have their IDs validated every semester. Employee IDs do not need to be validated.

Students must bring their registration statement and a state-issued photo ID to conduct all actions related to KCC IDs. Employees also need state-issued photo ID to conduct all actions related to KCC IDs. Photo ID processing will be in the Transfer Center Aug. 17 to 28. Adjunct faculty may have their photo ID taken in the Transfer Center on Wednesday, Aug. 19 from 4:45 to 7 p.m.

ID photos and validation in The Transfer Center:

Monday through Thursday, Aug. 17 to 20, 9 a.m. - 6 p.m.

Friday, Aug. 21, 9 a.m. - 5 p.m.

Saturday, Aug. 22, 10 a.m. - 2 p.m.

Monday through Thursday, Aug. 24 to 27, 9 a.m. - 6:30 p.m.

Friday, Aug. 28, 9 a.m. - 3:30 p.m.

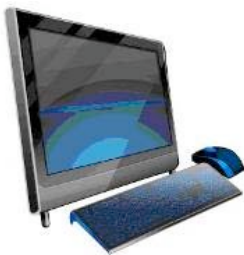
The rest of the time, the ID system will be located in the Learning Resource Center and is available during regular LRC hours.

The KCC photo ID card is given immediately after the photo is taken.

Students who already have IDs can have them validated at the above times in the Transfer Center, or can go to the LRC any time it is open.



## Free Microsoft testing vouchers now available



On July 31, Illinois WorkNet and the Illinois Community College Board began a partnership with Microsoft Corporation to distribute 51,000 examination vouchers for Microsoft Office applications (Word, Excel, Access, PowerPoint, Outlook) to a variety of constituents.

The local Workforce Board has received 200 vouchers for Workforce Investment Act clients and 200 vouchers for information technology professionals. KCC has also initially received 75 vouchers, allowing students in career and technical education programs, Corporate & Continuing Ed computer classes, or WIA the opportunity to take one or more of the examinations for free.

"Because we don't have an exact sense of how many vouchers we'll use, we're initially limiting distribution to three vouchers per student," said Kris Condon, who coordinates Microsoft Office testing at KCC's Microsoft Testing Center. "Vouchers are only used for end-user exams, not technical certifications like MCSE or web designer credentials."

Microsoft Office certification in these end-user applications is recognized at KCC for college credit for COSC 1341 - PowerPoint; COSC 1352 - Word; COSC 1362/2362 - Access; and COSC 1372 - Excel.

"However a candidate hears about this, from WIA, from the Department of Commerce and Economic Opportunity or from someone in Student Services, we need to streamline all routes to the Microsoft Office testing lab," Kris said.

Interested students should be directed to Kris at [kcondon@kcc.edu](mailto:kcondon@kcc.edu) or phone ext. 8216. She will administer the vouchers and proctor testing. It is important to note that all students who are going to complete a Microsoft Office exam at KCC must schedule their exam in advance.

An information sheet on the voucher program is available by [clicking here](#). It can be given to an interested test-taker or others as needed. Contact Kris at [kcondon@kcc.edu](mailto:kcondon@kcc.edu) or phone ext. 8216 with questions or to receive an information sheet.

All vouchers must be redeemed by Oct. 31.

---

## Supportive staff advocates available

Submitted by David Cagle, director of human resources

The Business Affairs and Human Resources office wants to remind current staff and educate new staff of the process of resolving concerns through the use of supportive staff "advocates."

The two designated advocates are Stephen Dockmeyer, who works in the media department, and Jane Clark, who works in the human resources office.

Jane and Stephen offer a comfortable environment for employees to "air out" any problems they may be experiencing.

"We offer them a chance to come in and discuss what's on their mind," Jane said.

Advocates have been available since July 2003 and the addition of this option has been very beneficial. To take part in the process, supportive staff members are asked to follow the procedures listed below:

First, contact either Jane or Stephen to communicate any problem or concern.

Second, make an appointment to meet with either or both of the advocates at a neutral location.

Third, resolution of the problem or concern will be attempted at the

meeting.

Fourth, if a resolution is not achieved, further meetings may occur including other employees, with the staff member's permission.

Things to note about this process:

- All identities and issues will be held in strict confidence.
- No personal information will be documented.

- Advocates may seek advice from the director of human resources, the vice president for Business Affairs and Human Resources or the college president with the staff member's permission.

- Not all issues can be resolved through this process.

- All other currently existing options for resolution of problems and concerns are still available to the employee (see section 14.0 of the Personnel Policy and Procedures Handbook, "Complaints and Appeals").

Questions regarding this process may be addressed by e-mail or phone to Jane, [jclark@kcc.edu](mailto:jclark@kcc.edu), ext. 8146 or Stephen, [sdockmeyer@kcc.edu](mailto:sdockmeyer@kcc.edu), ext. 8281.

---

## 25th golf outing will be Aug. 20



Registrations are being accepted for the 25th Cavalier Club golf outing, being held Thursday, Aug. 20 at the Kankakee Elks Country Club, 2283 Bittersweet Drive in St. Anne.

The scramble-style outing begins with lunch at 11 a.m., followed by a shotgun start at noon. At the event, Hove Buick Nissan of Bradley will give away a new car to the first golfer who sinks a hole-in-one at a par 3 hole pre-selected by the course pro. The day will conclude with a steak dinner and auction.

The cost is \$100 per golfer and includes lunch, dinner, drinks, cart and greens fees. Sponsorship opportunities are also available.

The Cavalier Club promotes and supports Kankakee Community College athletic programs and encourages community involvement.

For more information, to register, or to learn about sponsorship opportunities, contact the KCC Athletics office at ext. 8600.

---

## Welcome Back activities listed here

KCC will welcome students to campus the week of Aug. 24 with a number of student activities.

The clubs and organizations fair, Aug. 31 to Sept. 3 from 10 a.m. to 2 p.m. each day, will have information for students who want to get involved.

Anyone who would like a spot at the fair is invited to contact Sarah Zirkle at ext. 8629 or e-mail [smcintosh-zirkle@kcc.edu](mailto:smcintosh-zirkle@kcc.edu).

The schedule below includes event times and specials for the beginning of the school year.

For more information on welcome back week activities, phone Sarah at ext. 8629 or e-mail [smcintosh-zirkle@kcc.edu](mailto:smcintosh-zirkle@kcc.edu).

**Tuesday, Aug. 25**

Picture This: The Big Red Chair in the College Center; 9 a.m. - 2 p.m.

**Thursday, Aug. 27** NASCAR Simulator - Target #42 on the main patio; 9 a.m. - 3 p.m.

**Monday, Aug. 31**

Clubs and Organizations Fair in the Atrium area; 10 a.m. - 2 p.m.

1/2 price lunch specials

FREE KCC Student planners

**Tuesday, Sept. 1**

Clubs and Organizations Fair in the Atrium area; 10 a.m. - 2 p.m.

1/2 price breakfast specials

FREE KCC Student planners

**Wednesday, Sept. 2**

Clubs and Organizations Fair in the Atrium area; 10 a.m. - 2 p.m.

1/2 price lunch specials

FREE KCC Student planners

**Thursday, Sept. 3**

Clubs and Organizations Fair in the Atrium area; 10 a.m. - 2 p.m.

FREE Popcorn

FREE KCC Student planners

[Forward email](#)

✉ **SafeUnsubscribe®**

This email was sent to rehmpke@kcc.edu by [rehmpke@kcc.edu](mailto:rehmpke@kcc.edu).

Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Email Marketing by

