



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

Enjoy lunch following successful start to Fall 09

In appreciation for the time, effort and service from all employees who helped make it a successful start to our school year, an all-staff lunch will be offered 11:30 a.m. to 1 p.m. Friday, Sept. 4 in the Iroquois Room.



"I hope you will join your colleagues and me to relax and celebrate our accomplishment," said Dr. John Avendano. "I look forward to the opportunity to thank you personally."

Sharing information with your president ... Campus Bytes

Submitted by Dr. John Avendano

Over the past two months, I have read reports and listened to many of you asking for an opportunity to provide information and feedback to the administration about what is happening at the college.

Therefore, faculty and staff are invited to join me at Digital Grounds in the Hammes Cafe on **Sept. 8, Sept. 14, Oct. 22 and Nov. 18.**

These informal gatherings are structured for open dialogue and to get to know everyone better. Occasionally, there may be a discussion topic in addition to open dialogue.

Feedback for the AQIP Systems Portfolio is the theme **Tuesday, Sept. 8** from 5 to 6 p.m. and **Monday, Sept. 14** from 11 a.m. to noon. Open dialogue will also be offered. I hope that you will bring your information to share.

Future Campus Byte dates and times are:

Thursday, Oct. 22, 8 to 9 a.m. and 5 to 6 p.m.

Wednesday, Nov. 18, 8 to 9 a.m. and 2 to 3 p.m.

As you all know, Digital Grounds provides coffee, smoothies, teas

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and snack items. I hope that many of you will take the time to join me.

Key services offered by Learning Services



The Department of Learning Services is dedicated to providing a high standard of academic instruction and outstanding support services to assist and empower all learners to be successful in their academic and personal development.

As the semester begins, please remember the following key services available to support the instructional needs of faculty and students.

Tutoring

- Find tutoring in most subjects for all KCC students, Room L335/L329, access the schedule at www.kcc.edu/tutoring.
- KCC's Web site also has a [Tutor Center Overview](#) on KCC's web site.
- Room L347 is for MyMathLab students only.
- COMPASS prep is available in Room L329
- Online/e-mail tutors are at askthetutors@kcc.edu or www.govst.edu/owl
- Occupational tutors are available upon faculty request
- For information about Tutoring services, contact Bernadette Bosley, ext. 8474.

Testing Services

- Testing services for current and prospective students are located in Room D218, including COMPASS placement and make-up tests.
- To access the make-up test form follow these steps: (1) Access the O drive on your computer, (2) go to "O:Share/KCC/Testing center/Make-Up testing procedures for Fall 2009" and (3) print copies of the Make-Up Testing Procedure Form as needed.
- Accommodated tests for disabled students
- Proctoring services for class exams - emergency situations only
- GED, ACT, Myers Briggs, Career Assessment Inventories, NATCEP & NABCEP testing services.
- Testing Services contact is Gisel Waide, ext. 8531.

Disability Services

- The Disability Services Office provides accommodations for qualified students. For information about Disability Services, contact Sherry Kinzler, ext. 8632

Learning Resource Center

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- The LRC provides library and research services for faculty and students.
- For information about the LRC, contact Karen Becker, ext. 8405

Teaching And Learning Center

- The Teaching And Learning Center offers faculty development, in-service planning, online course development, and ANGEL training and assistance.
- For information about the TLC, contact Donna Smith, ext. 8402.

TRiO Student Support Services

- TRiO Student Support Services is a transfer program which provides academic and financial assistance for students who are first-generation, low-income, or disabled.
- For information about TRiO, contact Kim Harpin, ext. 8472

Global/International Education

- For information on Global/International Education, exchange opportunities and curricular support, visit <http://www.kcc.edu/FacultyStaff/globaleducation/Pages/default.aspx>

United Way internal campaign

Submitted by Dr. John Avendano



Hello everyone!

I recently met with Greg Carrell, executive director of the United Way of Kankakee

County, and we discussed the wonderful opportunities this community provides and the many challenges that we all face during difficult times.

It has been a tough year for many. The 24 human/social service agencies and programs United Way offers locally have never needed your support more. Basic human needs like food, clothing, and shelter are not being met, but they can be with your help.

As you may know by now, I love to set goals for us as individuals and as an institution. Gifts to United Way by KCC employees have been around \$13,000 for the past five years. I would like to set a new goal for us of contributing at least \$15,000, a 15% increase from last year. Last year, 85 of the 500+ employees contributed to United Way. Another goal is to surpass that number this year.

United Way of Kankakee County has adopted its campaign theme from the Supertramp song of 1978, "Give a Little Bit." The lyrics are very appropriate:

"Give a little bit, give a little bit of your love to me
Give a little bit, I'll give a little bit of my love to you
There's so much that we need to share
So send a smile and show you care"

David Cagle and Mary Posing will co-chair the internal United Way campaign again this year and could use your help. They are recruiting volunteers to assist them.

Please consider volunteering to serve on KCC's internal United Way campaign, as well as "giving a little bit" of your financial assistance to this most worthy cause.

I thank you in advance for your support and generosity.

If you participated in the past, thank you! If you participated in the past, ask someone else to consider supporting the United Way as well.

Face it, you can be a KCC fan

KCC has added a fan page on the popular social networking Web site, Facebook.

To see the page, go to www.kcc.edu and click the "Find us on Facebook" button on the left side. Or, go directly to <http://www.facebook.com/KankakeeCommunityCollege>.

Once on the Facebook page, there is general KCC information as well as announcements and upcoming events which match those found at www.kcc.edu.

Anyone with a Facebook account can become a "fan" of KCC on the page if he/she visits the page while logged into Facebook. Fans are automatically notified of announcements on their own "wall" and also can interact through comments and other Facebook features.

Volunteers needed at College Fair

On Monday, Sept. 21 from 5 to 8 p.m. the area-wide College Fair will be held at KCC.

Typically, at least 400 high school students and their parents attend the event. Faculty and staff who would like to talk to prospective students and parents, as well as distribute information, are invited to assist at KCC's table.

Each year, high school guidance counselors in our area coordinate this college fair to include more than 75 colleges and universities. In the past, it has been held at Northfield Square Mall.

To volunteer to help at the College Fair, please contact Michelle Driscoll at ext. 8524 or mdriscoll@kcc.edu.

Please note, KCC also is hosting a College Fair earlier in the day on Sept. 21, from 10 a.m. to 12:30 p.m. The daytime fair is mainly attended by KCC's students, although the public is invited.

Students can come to National Save A Life Tour



Employees are asked to make students aware of the National Save A Life Tour - High Impact Alcohol Awareness Program, which will be at KCC Wednesday, Sept. 9 from 10 a.m. to 4 p.m.

Drinking and driving results in more than 500,000 deaths and injuries each year according to the

National Save a Life Tour.

The tour touts itself as a high impact alcohol awareness and anti-drinking and driving program. It includes "no holds barred" video presentations coupled with a multi-million dollar drinking and driving simulation experience. A casket also is displayed as a reminder of the permanent impact drinking and driving can have.

The Save A Life Tour has been endorsed by high schools and colleges across the country and by the U.S. Navy, Marines, Air Force and Army, along with numerous insurance companies, and hospitals nationwide.

KCC has new security company contract

KCC has contracted with a new security services company, Wackenhut Security.

Officers from Wackenhut Security patrol the KCC main campus and West Campus 24 hours per day, seven days per week. Their contract began July 13.

Photos of the new officers accompany this information. They are:



Steve Larner, 7 a.m. to 3 p.m.; site supervisor



Mark Mulder, 11 p.m. to 7 a.m.



Fred Schultz, 7 a.m. to 3 p.m.



Joe Zannani, 3 to 11 p.m.



Mark Heikkila, fill-in on 7 a.m. to 3 p.m. and 11 p.m. to 7 a.m. shifts



Kent Karmichael, 3 to 11 p.m.

Campus security works closely with Eric Springer, coordinator of public safety and campus operations, and other members of the Physical Plant Department staff.

Reminders regarding campus security

Employees should be aware of the following security issues:

- Security personnel are more stringent of personnel during non-operation hours. For this reason, employees on campus on weekends and after hours may be asked to present their employee ID. If the situation warrants, employees unable to present an ID could be asked to leave.
- When leaving your office or work area unattended, please lock it if possible. At minimum, employees- - and all others - - should secure personal items in a locked drawer or other place when they are not in their work areas.
- When phoning an emergency number, please be sure to state the emergency reason of the call. For example, share with the officer if the issue is related to a medical problem, physical altercation, building issue or other problem.

For questions and issues related to campus security, please contact Eric Springer, coordinator of public safety and campus operations.

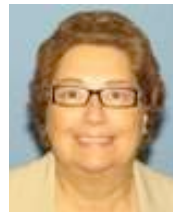
Employment news

Two new employees have joined the college faculty.

Rexann McKinley is an assistant professor of English composition for the Humanities and Social Sciences Division.

She is teaching courses including Fundamentals of Writing and English I. In spring semester, she will teach English II along with Fundamentals of Writing.

Previously, Rexann owned a sporting goods store in Watseka.



More recently, she was an adjunct faculty member at KCC and Governors State University in University Park. Another connection she has to KCC is that, as a Watseka business owner, she served on a steering committee which directed the KCC Iroquois County Satellite Center in meeting the needs of employers in Iroquois County.

Rexann has completed 60 credits at KCC and now has bachelor's and master's degrees in English from GSU. Her master's degree includes a specialty in English education.

Rexann's office is in Room L321 and her phone is ext. 8708.

Yuri Starik is an assistant professor of electrical technology for the Business and Technology Division.

He is teaching courses including Industrial Motor Control and Technical Drafting

Previously, Yuri was a professor in the electrical and instrumentation technology department at Salt Lake Community College in Salt Lake City, Utah. He taught there for 14 years.

Yuri has bachelors and masters degrees in electrical engineering from Donetsk Technical University in Donetsk, Ukraine. He has a doctorate in electrical engineering from Kharkiv State Technical University in Kharkiv, Ukraine.

Yuri's office is in Room V105 and his phone is ext. 8862.



Electronic waste recycling at KCC

Know the three R's: reduce, reuse, recycle

Submitted by Rich Schultz, Sustainability Center Coordinator



On Friday, Aug. 21, as part of KCC's sustainability initiatives, surplus monitors, computers, keyboards, printers, and other miscellaneous electronic equipment were donated to World Computer Exchange. Personnel from the Sustainability Office, Physical Plant Department and Information Technology Services were involved.

The donation had a total weight of about 3,100 pounds, and items were in working order, but had been removed from service by Information Technology Services during system upgrades and maintenance. The donations were taken to a Chicago warehouse for later shipment overseas. This equipment will be part of a shipment of about 200 systems going to a school in the Republic of Senegal on the Atlantic coast of West Africa.

World Computer Exchange is a not for profit organization which collects working Pentium 3 and 4 level computers and accessories and arranges for delivery of the systems to third world countries for

continued use in schools and charitable organizations.

Save paper: choose front/back printing

As a reminder, front and back printing helps save paper and still gets the same message across.

When completing a printing request form for Media, everyone is encouraged to have materials printed front and back whenever practical. So, please help KCC in its goal to develop sustainability issues by checking the "front and back" printing box (found on all request forms).

Here's main campus wireless network info

There are three "WiFi Hot Spots" on KCC's main campus where open wireless networking is available to students, faculty, staff and visitors.



They are: the Arts and Science Building third floor common area, the Learning Resource Center, and the Digital Grounds Cafe/Hammes Cafe.

In addition, there are two WiFi Hot Spots open for staff and faculty: the Teaching & Learning Center (Room L341) and the Governors Room (Room D300).

Additional WiFi Hot Spots will be added throughout the fiscal year as part of a campus-wide wireless networking initiative. Anyone with questions regarding this project is welcome to contact Michael OConnor, director of Information Technology Services, at moconnor@kcc.edu.

Travel and reimbursement reminders from the Business Office



The Business Office would like to remind everyone of a few points pertaining to travel forms and staff reimbursements.

Please remember the following:

-- If there is an item on a receipt that you would like to point out, please circle it instead of highlighting it. The forms are imaged, and in the process, highlights disappear and/or black out the item.

-- If a staff member purchases an item from a vendor who accepts KCC purchase orders, tax will not be reimbursed to the employee.

-- Please turn in original receipts with reimbursement requests and travel expense reports.

-- An out-of-district travel request should be turned in before traveling and should include some form of documentation on the

purpose (i.e. brochure, registration form, agenda) of the trip.

-- Meals from restaurants in the KCC district are not reimbursable for out-of-district travel.

-- Travel expense reports should be returned in a timely manner. The recommended timeframe is within a week of travel. It should not exceed 30 days after travel was completed.

-- Even when no reimbursement is requested, a travel form should still be turned in for out-of-district travel.

-- Meals for day trips may be taxable. This means that if you turn in the receipt for reimbursement, you may be taxed on the whole bill, not just your portion.

--In order to be reimbursed for meal expenses on travel forms, an itemized receipt must be provided. Turning in only a credit card receipt is not acceptable.

If you have any questions, please contact Angela Kunce at ext. 8122.

28 celebrate employment anniversaries in September

The following full-time employees celebrate KCC employment anniversaries in September:

Penny Dickerson, Instruction, 9/1/89

James Carr Jr., Physical Plant, 9/2/08

Nancy Stephens, Respiratory Therapist, 9/4/06

Ellen Skelly, Marketing and Public Information, 9/8/92

Charles Cruz, Physical Plant Department, 9/8/08

Judy Downey, Instruction & Student Services, 9/9/08

Linda Antons, Student Services, 9/13/96

Mary Posing, Corporate and Continuing Education, 9/13/94

Mike Mahoney, Academic Skills Center, 9/15/78

Emily Skelly, Institutional Effectiveness, 9/15/08

Donnie Denson, Athletics, 9/21/92

Vicki Gardner, Business Affairs and Human Resources, 9/22/81

Lisa Weaver, Youth Program Services, 9/22/97

Beverly Benge, Marketing and Public Information, 9/22/08

Richard Schultz, Sustainability, 9/22/08

Dennis Clark, Athletics, 9/26/80

Other staff who also are celebrating September anniversaries are:

Kathleen Ruge, Adult and Community Education, 9/1/05

Carol Henry, Adult and Community Education, 9/3/91

Donna Mann, Adult and Community Education, 9/8/86

Linda Chouinard, Marketing and Public Information, 9/13/96

Judy Wesoloski, Business Affairs and Human Resources,
9/14/92

Laima Boese, Marketing and Public Information, 9/15/08

Angela Lee, Adult and Community Education, 9/15/08
Terese Roberson, Physical Science Lab, 9/18/06
Jean Fons, Adult and Community Education, 9/20/00
Louis Anderson, Student Services, 9/27/06
Kyle Buente, Marketing and Public Information, 9/29/03
Joan Liesenfelt, Marketing and Public Information, 9/29/08

Get ready for the recognition dinner

The 2009 Recognition Dinner is being planned for Saturday, Nov. 7 at the Hilton Garden Inn in Kankakee.

Those who mark their fifth, 10th, 15th, 20th, 25th, 30th and 35th service anniversary at KCC in 2009 will be honored.

The evening will feature a groovy theme.

Invitations will be sent for the event the first part of October.

Massages offered again

After taking two weeks off, massages are once again being offered from 2 to 4 p.m. on Thursdays in the Governor's Room, Room D300.

Eight appointments will be available. Please call the front desk at ext. 8100 to make an appointment.

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