



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

Recognition dinner nears; send in reservations



The college's annual Staff Recognition Dinner, which will be Saturday, Nov. 7 at the Hilton Garden Inn in Kankakee, is just two weeks away.

To help the Social Committee prepare for the evening, reservations are needed by Oct. 28.

Everyone is encouraged to round up a group of coworkers and plan on attending. You even can earn extra points with your significant other -- or a friend -- by bringing him or her along free of charge. There are three dinner choices on the menu: Duet of filet and chicken; grilled pork tenderloin with caramelized apples; and vegetable lasagna.

The DJ and entertainment for the night will be Music for the Masses.

During the evening, recognition partygoers also will have the chance to congratulate the employees celebrating 35-, 30-, 25-, 20-15-, 10- and five-year anniversaries.

The Hilton Garden Inn also is offering a special room rate of \$70 for the night of Nov. 7 to all KCC employees who are interested. Ask for the KCC rate when making a reservation.

So, get out your reply card and commit to an evening of fun. If you have misplaced your invitation, phone the office of marketing and public information at ext. 8287.

President offers feedback session this week

Employees have opportunities to provide information and feedback to Dr. John Avendano at a number of Campus Bytes sessions, including one this week.

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



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](#)

[Recognition dinner nears; send in reservations](#)

[President offers feedback session this week](#)

[Communication survey is available](#)

[Several casual days are coming](#)

[Events offer variety of experiences this week](#)

[Donations accepted to help local families](#)

[Food service offers raffle to fight breast cancer](#)

[Flu shot reservations have closed](#)

[United Way updates](#)

[Employee Benefits Fair will be Nov. 13](#)

addition to open dialogue."

Upcoming dates and times are:

Tuesday, Oct. 27, 5 to 6 p.m.

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

All sessions will be at Digital Grounds in the Hammes Café.

Communication survey is available

The president and his cabinet, as part of a continuous quality improvement (CQI) initiative are trying to improve two way communications, especially as it relates to planning and institutional decision making.

These factors received lower ratings by full-time employees in the Employee Satisfaction Survey administered in February. Therefore, the president and cabinet are asking for specific recommendations on how to improve these concerns.

All full-time staff, current adjunct faculty, and part-time employees who work an average of at least 16 hours per week were e-mailed a survey on Oct 21. Those who have not yet completed it are asked to complete it by Oct. 30. Please allow approximately 30 minutes to fill it out. All responses will remain anonymous.

There are two ways to respond:

1. Open the e-mail sent by Rose Mitchell at approximately 10:55 a.m. Oct. 21. The e-mail includes a link to the survey and a note from Dr. John Avendano about its purpose, the procedure for filling it out and how the survey results will be considered.

2. Fill in a paper copy version. Paper surveys are available at the First Floor Information Desk. They can be returned to Dr. Vicki Magee, Room D114.

Thank you in advance for your input in this collaborative effort.

Several casual days are coming

The following dates will be casual days: Nov. 11, Dec. 21 and 22, and Jan. 9.

As a reminder, casual day guidelines are:

-- Participation is optional.

-- Jeans may be worn if accompanied by a collared shirt with "Kankakee Community College" on it or if accompanied by a business casual shirt and a KCC name badge or staff ID. KCC shirts are sold at the Hammes Bookstore and a limited selection is available in marketing and public information. Prices vary at both locations. Visit the bookstore or Linda Chouinard for more information.

-- Name badges can be ordered from Janet Fager, jfager@kcc.edu or ext. 8124. Everyone with a staff ID should use the one already issued. Those who do not have one can visit the Learning Resource

[Dependent health open enrollment begins in November](#)

[Flexible spending accounts info](#)

[Final chance for Hoopla sign-up](#)

[It's Respiratory Care Week!](#)

[KCC enters into paralegal articulation agreement](#)

[ANGEL training and support](#)

[Concierge services include cell discounts and campus dry cleaning](#)

[Technology Fall Classic wrap-up](#)

[Sincere thanks](#)

Center. Bring a photo ID when requesting a staff ID. The Human Resources office has purchased "staff ID clips," available at the front counter of the Accounting Office. Also, staff in the Human Resources or Accounting offices can punch a hole in staff IDs for the clips.

-- Staff are asked to use their good judgment in choosing appropriate jeans. Inappropriate jeans include those with patches, fraying, excessive length, low-rise cut and/or very faded.

-- Those who choose not to wear jeans should wear their normal work attire; or they can choose to wear a KCC collared shirt along with their normal attire.

-- All employee groups can participate.

-- Please use good judgment in choosing whether to wear jeans. Depending on what is scheduled for a particular day, jeans may or may not be appropriate. Professional appearance is important, and all employees share the responsibility of representing the college.

Questions regarding casual days should be directed to Vicki Gardner, vice president for Business Affairs and Human Resources.

Events offer variety of experiences this week

Poetry reading - Oct. 26

Thirteen poets will read their original works during KCC's Invited Guest Poetry Reading, from 6:30 to 9 p.m. Monday Oct. 26 in the auditorium.

The public is invited to the free event.

The event will feature readings from 11 local poets as well as Kimberly Johnson and Jay Hopley, both of whom have received national acclaim for their work.

Local poets will be: Brian Fatka, Daniel Aumiller, Tyler Zabel, David Sula, Brittany Baker, Ric Edwards, Carolyn Neal, Elizabeth Thompson, Eva Clark, Toby Wall and Zachary William Hofmeyer.

Hopley's book of poems, "Green Squall" (2006), which he will read from at KCC, was chosen for the 2005 Yale Series of Younger Poets Award and other awards.

Johnson is a poet, translator and Renaissance scholar. She is the author of "A Metaphorical God" (2008), "Leviathan with a Hook" (2002), and a translation of Virgil's "Georgics" (2009).

For more details about the event, e-mail Penelope Stickney, KCC writing professor, at pstickney@kcc.edu



Vendor fair - Oct. 28

KCC will hold a Vendor Fair from 9 to 11 a.m. Wednesday, Oct. 28 in the Iroquois Room.

During the event, college staff will be on hand to share information about the college's purchasing process. KCC welcomes vendors to

attend who are in a position to provide equipment, materials, supplies and services. Light refreshments will be served.

For more information, phone ext. 8123.

[Veteran's fair and resource event - Oct. 29](#)

KCC and the Illinois Department of Employment Security will sponsor the second annual Veterans Job Fair and Resource Network event from 10 a.m. to 2:30 p.m. Thursday, Oct. 29.

It is open to the public and admission is free.

Participants are encouraged to dress for success and to enjoy the experience of meeting employers and agencies from throughout the area. A full agenda is at www.kcc.edu, under Upcoming Events, "Second annual Veterans Job Fair/Resource Network Event."

For more event information, contact Tina Talmadge at ttalmadge@kcc.edu.

[Dig Pink volleyball fundraiser - Oct. 29](#)



The women's volleyball team is participating in the national Dig Pink National Breast Cancer Awareness Rally and will donate all gate receipts from its match at 6 p.m. Thursday, Oct. 29 to breast cancer awareness through the Side-Out Foundation.

The Cavaliers' opponent will be Danville Area Community College. Admission is \$3 for adults and \$1 for students with ID.

Those currently fighting breast cancer, as well as survivors of the disease, also are invited to attend and receive special recognition during the match. Donations are being accepted online at http://www.side-out.org/application/teams/team_page/615.

[Halloween Spooktacular - Oct. 30](#)

The eighth annual Halloween Spooktacular children's show will be held Friday, Oct. 30 at 7 p.m. in the College Center.

Renowned children's entertainer Dave Rudolf will amuse goblins of all ages with fun songs and stories. Children will be invited on stage to perform The Frankenstein Dance and The Ghoul Limbo, to help put bones back together during Skeleton Bones, and to sing along with Rudolf's award-winning songs. Musical parodies, bubbles, hula hoops and other fun props will add to the entertainment.

Children are encouraged to wear their Halloween costumes. Adults can wear costumes as well. Photography will be allowed.

This event is open to the public, and admission is \$1.

For more information about the Halloween Spooktacular, contact Sarah Zirkle at ext. 8628, or e-mail smcintosh-zirkle@kcc.edu.

Donations accepted to help local families

KCC was recently invited to participate in "Make A Difference Day," focused on our local elderly families in need of home restorations and supplies.

"Rebuilding Together" is a charity that helps keep elderly and disabled people in their homes. KCC has been involved at various levels over the years with Rebuilding Together projects (formerly called "Christmas in April").

Bins will be outside of the gymnasium for donations of household items to help with repairs. Items could be small or big, such as a box of nails, a tool, duct tape, paint, rollers, brushes, brooms, rakes, water sprinklers and gloves.

Please bring new or gently used items anytime before the end of Friday, Oct. 30.

"Please commit to this most worthwhile cause of helping others by donating items from your garages and sheds," said Cathy Robinson, dean of Student Services. "Thanks for paying it forward!"

Food service offers raffle to fight breast cancer



Food Service Inc. employees are offering a raffle in conjunction with National Breast Cancer Awareness Month.

Prizes include breast cancer awareness items such as a T-shirt and a notebook, soccer ball, basketball, and a notebook bracelet. Tickets are \$1 each. They are available in Food Service.

The drawing will be Oct. 30.

Flu shot reservations have closed

Reservations for flu shots on campus are no longer being taken.

All slots for the shots are full.

For further information, contact Jane Clark at ext. 8146.

United Way updates

Submitted by David Cagle, co-chair of KCC's United Way campaign

The "Give a Little Bit" 5K for the United Way was a tremendous success!

We had 157 finishers, including 31 KCC employees, plus another 27 people making donations for a total of 184 participants.





Altogether, more than \$2,000 was raised on the day. Thanks to everyone who participated, whether it was running, walking, jogging, volunteering, pre and post race set-up, or other work behind the scenes that is too often unnoticed, but definitely appreciated.

Congratulations to Mike O'Connor and Deb Renville for being the first KCC male and female finishers. Please see the [attached link for a list of all finishers](#) with their unofficial place and time.

Remember our goal of raising \$15,000 for the entire KCC internal campaign? We are currently at \$12,206, or 81.37 percent. We still have almost \$2,800 to raise with a little more than four weeks to go before we close out our campaign.

If you haven't already made an annual pledge and wish to do so, please come to human resources to complete a pledge form. At the Employee Benefits Fair on Nov 13, we will have another United Way raffle that includes top prizes such as an autographed football signed by Israel Idonije (#71, defensive tackle for the Chicago Bears) and a \$20 Lone Star gift certificate. Anyone who has already made an annual pledge or who pledges before that date will be eligible for the drawing.

Thanks again for everyone's support of our local United Way!

Employee Benefits Fair will be Nov. 13

All employees are invited to attend the Employee Benefits Fair on Nov. 13, from 9 a.m. to 4 p.m. in the Cavalier Room and Iroquois Room.

A tailgate theme is planned, so wear your favorite sports jersey/shirt. Nov. 13 also will be a United Way Jeans Day, so for a \$5 donation, you can wear jeans with your sports jersey/shirt.

All vendors which do business with the college pertaining to employee benefits have been invited.

The State Universities Retirement System, Blue Cross/Blue Shield, Provena St. Mary's Hospital (Employee Assistance Program), AFLAC (supplemental benefit programs), and Benefit Planning Consultants (flexible spending accounts) will make formal presentations both in the morning and afternoon.

Other vendors invited to attend include: payroll direct deposit, Reliance (buy-up life insurance and long-term disability), and various 403(b) providers (deferred compensation).

Snacks, vegetables and fruit will be available throughout the day,

and a lunch of hot dogs, baked beans, and soft drinks will be offered.

"Please take advantage of this opportunity by attending," said David Cagle, director of human resources. Please also note that certain benefits only apply to full-time employees.

Dependent health open enrollment begins in November

Open enrollment for dependent health coverage will run from Monday, Nov. 16 to Monday, Nov 30.

"Please keep in mind, this is the only time each year staff can make changes to their dependent coverage unless they experience a qualifying event, such as marriage, divorce, or adding or removing a child from coverage," said Jane Clark, specialist I in Human Resources.

Deductions for the premium will begin with the Dec. 4 paycheck. Changes will take effect Jan. 1, 2010.

"Staff will be informed of the new rates for single and dependent coverage within the next few weeks," Jane said.

Flexible spending accounts info

Submitted by David Cagle, director of human resources

What is a flex-plan?

It's an Internal Revenue Service-approved method of paying for out-of-pocket medical, dental, vision, and over-the-counter expenses with set aside "pre-tax" dollars.

There are two types of flex accounts: Health Flexible Spending Account (FSA) and Dependent Care Account (DCA) for child and/or adult dependent day care. Participation is voluntary, but employees must enroll in the plan to receive this benefit.

Here's how it works: Money is deducted from your wages before taxes. It is set aside into your flex account. Remaining wages are subject to taxes, but you can save between 20 percent and 30 percent in taxes by not being taxed on the money set aside into the flex plan. To review which medical expenses would be covered under the flex plan, go to O:\Share\KCC\Flex Spend and click on Enrollment Packet.

If interested, please visit the Flexible Spending Accounts table at the Employee Benefits Fair on Nov. 13.

Final chance for Hoopla sign-up



The Homespun Holiday Hoopla is a few weeks away, and this is the last chance for crafters to register to have a booth in the show.



The Hoopla is a showcase of homemade items from KCC employees and their close relatives and nine vendors have registered so far. Just over \$950 was sold at the Hoopla last year, and that figure does not include orders that crafters may have taken for future items.

The 21st annual Hoopla will be from 9 a.m. to 3:30 p.m. Thursday, Nov. 19 in the Board Room and adjacent President's Conference Room.

The entry deadline is Friday, Oct. 30.

If you would like to have a space in the Hoopla, or for more information, contact Liz Becvar ebecvar@kcc.edu or phone Liz at ext. 8253.

It's Respiratory Care Week!

Respiratory Care Week is Oct. 25-31, 2009

The theme this year is "Respiratory Care, There When You Need Us."

KCC offers an associate degree in Respiratory Therapist, and 31 students are currently enrolled in it.

The event is sponsored by the American Association for Respiratory Care.



KCC enters into paralegal articulation agreement

Calumet College of St. Joseph and KCC are entering into a new paralegal program transfer articulation agreement.

The presidents of the two colleges, Dr. Dennis Rittenmeyer and Dr. John Avendano, will sign the agreement on Oct. 28 at Calumet College of St. Joseph in Whiting, Ind.

"KCC was interested in becoming partners with Calumet College of St. Joseph because of its commitment to small class size and educating students," said Michael Genova, paralegal director at Calumet College of St. Joseph.

"Our newfound partnership with Calumet College sends an important message to KCC paralegal graduates that continuing their education is a key step in their professional development," said Kris Condon, KCC's Paralegal/Legal Assistant Studies program coordinator. "CCSJ's approach to paralegal education complements the expectations we have of our students--solid critical thinking and writing skills, technological competence, and an understanding of how the law impacts each of us every day. I can attest to the rigors of the CCSJ program, having served as adjunct faculty in the early stages of their program's development."

Two degrees are offered through KCC's Paralegal/Legal Assistant Studies program, a two-year associate degree program for those who

plan to immediately enter the workforce or to transfer into a four-year bachelor's degree program and a one-year certificate for those already holding a bachelor's degree. KCC's Paralegal/Legal Assistant Studies program is approved by the American Bar Association.

KCC also has partnership agreements for paralegal graduates with Illinois State University in Normal, Southern Illinois University at Carbondale, and St. Mary-of-the-Woods in Indiana.

For more information on the Paralegal/Legal Assistant Studies program at KCC, phone Kris at ext. 8216 or e-mail

kcondon@kcc.edu.

ANGEL training and support

ANGEL training and support for faculty is available in the Teaching & Learning Center, Room L341.

Training descriptions and the most current schedules are at <http://www.kcc.edu/FacultyStaff/ktlc/Pages/TLCWorkshops.aspx> and other ANGEL training times are available by appointment.

To attend, please reserve at least two days prior by e-mailing angelhelp@kcc.edu.



Sessions this month include. . .

ANGEL III Training Part Two: Wednesday Oct. 28, 1-2:15 p.m.

The general weekly schedule for open lab--when there isn't a training course in session: Monday, 3:15-4:15 p.m.; Tuesday, noon - 2 p.m.; Wednesday, 8-9 p.m.; and Thursday noon - 2 p.m.

Concierge services include cell discounts and campus dry cleaning

Submitted by David Cagle, director of human resources

A number of services to employees through local businesses, called "concierge services" are currently being offered.

One of the concierge services that KCC has had in place for a while that might not be too well known is free delivery/pick up dry cleaning for all KCC employees.

Normal delivery/pick up is on Mondays at noon. Anyone wishing to take advantage of this service can drop off items in the Administrative Hallway storage closet--outside Room L234. New customers will have their names, contact numbers, and home billing addresses added to a database maintained by the service provider; will be given a bag with their name on it; and will be sent an invoice at the end of the month. Methods of payment available include invoicing, auto pay through credit card, or check at the time of delivery. A price sheet is posted in the Administrative Hallway storage closet.

'Can you hear me now?' is a question from a classic cell phone commercial.

Along those lines, anyone who 'can read this now' -- KCC students

and employees -- is entitled to a discount for cellular phone service. Just about every major cell phone provider (Cingular, Verizon, Sprint and Nextel to name a few) offer a discount for educational institutions, even when it's an existing personal line. Take your staff/student KCC photo ID to your local provider. If you don't have an ID, visit the Learning Resource Center to get one.

You may be pleasantly surprised, like me! I am now saving 18 percent off my monthly phone bill.

Technology Fall Classic wrap-up

Submitted by Glen O'Connor, director of Career Pathways and Partnerships

The 10th Annual Technology Fall Classic took place at KCC on Friday, Oct. 16.

Approximately 200 high school juniors from 12 local high schools attended. The career exploration event allowed students to choose four programs to observe from the 24 two-year associate degree programs providing presentations.

I would like to thank all of the faculty and staff who helped to make the event successful.

Presenters included Dr. Scott Stewart, Charlie Cooke, Chris Spracklin, Paul Carlson, Kari Livesey, John Bordeau, Prosper Hevi, Pat Klette, Kim Pollok, Glenda Forneris, Kim DeYoung, Tina Talmadge, Kris Condon, Jessica Corbus, Darla Jepson, JuTun Andrews-King, Danielle Pierce, Jessica Fehland and Mark Stevenson. Other people who helped at the event included Penny Dickerson, Liz Becvar, Shelly Granger, Kari Sargeant, Donnie Denson, Barbara Bills, Sharon Hoogstraat, Judy Harwell, Sarah Zirkle, Susan LaMore, Nancy Schunke and Kim Harpin.

At the closing session, students were asked if the presentations had helped them decide upon a career. Sixty-five percent of the attendees said that the event had helped them to make a career choice.

The event was sponsored by the Partnerships for College and Career Success program.

Sincere thanks



My sister, Angie Devine, and myself, and on behalf of our family, would like to express our sincere thanks to everyone for their kindness and expressions of sympathy on the loss of our mom, Arlene Devine, who died suddenly on October 9.

In the grand scheme of things, we're sure mom's doing very fine now, and we consider ourselves fortunate to have a great place to come to work each day with caring individuals that make a difference

in the lives of others. For your continued patience with the sadness
lapses we are sure to endure, we thank all of you.
--Rose Mitchell

[Forward email](#)

 **SafeUnsubscribe**®

This email was sent to rehmpke@kcc.edu by rehmpke@kcc.edu.
Instant removal with [SafeUnsubscribe](#)™ | [Privacy Policy](#).

Email Marketing by



Kankakee Community College | 100 College Drive | Kankakee | IL | 60901