2 changes in dental/optical reimbursement benefit

As previously communicated, the dental/optical benefit is moving to a calendar year, and it will be increased by $50 on Jan. 1, 2008.

Currently, the benefit is $550 per fiscal year—July 1 to June 30.

Two steps will be taken to phase in the $50 increase and the calendar year component of the program:
1. On July 1, 2007, $550 will be allocated for each person.
2. On Jan. 1, 2008, an additional $325 will be added to each person’s dental/optical bank, bringing the program to a calendar year at the $600 level.

The total of these two amounts is $875, and is calculated as follows:
- Value of benefit July 1, 2007 to Dec. 31, 2007 = $275 (six month benefit—50% of $550)
- Value of benefit Jan. 1, 2008 to Dec. 31, 2008 = $600 (new 12 month benefit)

Total benefit from July 1, 2007 to Dec. 31, 2008 is $875.

On Jan. 1, 2009, $600 will be added to each person’s bank, subject to rollover limits.

If you have any questions regarding this process, please contact Jane Clark at ext. 8146.

Inservice schedule attached

The Fall 2007 inservice schedule is attached. Inservice week begins Aug. 13 for new faculty, Aug. 14 for adjunct/part-time faculty and Aug. 15 for returning full-time faculty.

More details will be forthcoming from the Teaching and Learning Center.

Faculty members should be aware that the time allocated as “office prep time” has been provided so you may prepare for the upcoming semester. We rely on your professional discretion to determine how you use that time.

KCC purchasing policy

All employees should be aware of and should follow the college’s purchasing policy.

Obligating the college

KCC becomes financially obligated only through the approval of a purchase order or contract. Employees cannot obligate the college—that is, order or otherwise procure goods or services—without first obtaining a fully executed purchase order or contract. All purchase order requests and contracts must be reviewed and approved in the Office of Business Affairs and Human Resources (business office). Food service also will require a purchase order/blanket purchase order before placing an order.

Requirements for purchase order requests

There are different requirements for purchase order requests, depending on the amount of the purchase.
Purchases of $1 to $2,000 – A request may be initiated without obtaining a specific number of formal quotations from vendors. The initiator checks pricing from more than one vendor to ensure the best quality at the most economical price.

Purchases of $2,000 to $5,000 – Competitive price quotations from at least three potential vendors shall be obtained by the staff member. Price quotations must be documented and submitted with the purchase order request.

Purchases of $5,000 to $10,000 – Written quotations from at least three to five vendors are required. Purchases in this category must have board of trustees approval. Staff desiring to make a purchase at this level should contact business office staff. The business office will coordinate the written quotation process in conjunction with the initiator of the purchase request.

Purchases of $10,000 and higher – Sealed bids are required. Purchases in this category must have board approval to go to bid and then to award the bid. Staff desiring to make a purchase at this level should contact business office staff. The business office will coordinate the sealed bids process in conjunction with the initiator of the purchase request. Staff should allow considerable time for advertising, bid receipt, public bid opening, and board approvals. This process generally takes two to three months.

If you have any questions, please contact Bonnie Simpson at ext. 8122.

Employment news

One person has recently accepted a different position at the college.

Robert “Bob” Kuh has a new title, academic adviser for the department of Student Services.

Previously, Bob was coordinator of student advising for business and technology, also in Student Services.

Two others have accepted positions with the college.

Oshunda Carpenter Williams is a new academic adviser for the department of Student Services.

She will advise transfer students and also will serve as an adviser for the A20 African-American Outreach Club.

Previously, Oshunda was an IT helpdesk agent for EDS—Electronic Data Systems in Lansing, Mich. She also worked at KCC as an adviser and speech instructor from 2004 to 2006.

Oshunda has an associate degree from Ferris State University in Big Rapids, Mich.; a bachelor’s degree in speech communication from Wayne State University in Detroit; and a master’s degree in communication studies from Governors State University.

Oshunda’s phone number is ext. 8513 and her office is in Room D230. Sometime during the fall semester, her office will change to Room D239.

Rebecca Wilder is the new coordinator of scholarships and annual giving for Institutional Advancement.

In this position, Becky will build alumni relations, will develop and increase membership and giving to the Century Club, and will work with the coordinator of planned giving on scholarships and special events.

Previously, she was the public relations director at Good Shepherd Manor in Momence. Becky has a bachelor’s degree in communications from Governors State University in University Park. Prior to attending GSU, she took a number of KCC courses.

In addition to her college duties, Becky will continue participation in a number of community organizations including the Zonta Club.

Becky can be reached at ext. 8251 and her office is located in Room L257.

Also, Food Service Incorporated has hired Kent Stauffer as manager of KCC’s food service operation. There will be a longer introduction of him in the coming weeks.

Retiree’s association announces new officers

At its last meeting, the KCC State University Annuitants Association elected new officers.

The chapter officers are: president – Jim Grimes; vice president not yet chosen; secretary – Pat Posing; treasurer – Larry Rabideau; members-at-large – Linda Quinn, Claire McElroy and Ruth Stycz; last past-president – Ric Edwards; social secretary – Bonnie Bergeron; newsletter editor – Steve Liehr; SUAACTION representative – Lou Anderson.

“Congratulations to all these good people as they move ahead with the work of our organization,” said outgoing president Ric Edwards.

New members are always welcome, Ric said, due to the diligence needed to keep the association thriving.

The State Universities Annuitants Association (SUAA) is a not-for-profit organization.
created in 1971 to promote the interests and welfare of State Universities Retirement System (SURS) retirees, their spouses, and survivors.

Membership is open to all members of SURS including current faculty and staff, annuitants, their spouses and survivors. Members of SUAA monitor state funding for the SURS pension program and the State Health Insurance Plan, the appropriation of mandated state contributions, the compounding of annual increases for both retirees and survivors.

SUAA members work together to improve benefits for low-income annuitants, retirement benefits for current annuitants with appropriate funding, and group health insurance for community college retirees, their dependents and their survivors.

The SUAA chapter is a mechanism to:
• Keep in contact with retirees
• Voice concerns about your retirement
• Be involved and to contribute to improving benefits for all SURS retirees.
• Keep appraised of events in Springfield.

All employees who contribute to SURS are invited to join the KCC SUAA chapter by contacting any of the chapter officers and submitting an application.

**Shredder follow-up**

The June 25 Update included a reminder to shred confidential papers before they are being discarded.

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

**Part-time instructors needed**

KCC has a number of part-time teaching opportunities available during the fall semester. Employees are encouraged to think of and recommend qualified friends/family to fill these positions. Part-time instructors are needed in many college departments, both credit and non-credit. Areas where part-time faculty are needed include business, math, science, engineering, health careers, humanities and social sciences, technology, developmental education, corporate and continuing education, and adult education.

Qualifications for part-time instructors in most college departments are a minimum of a bachelor’s degree and work experience in the area to be taught. For transfer courses, a master’s degree is required. For courses in the technology division, a bachelor’s degree is not always required.

For more information on adjunct teaching opportunities, contact Dennis Sorensen, dean of instruction, or the appropriate division chair. Dennis can be reached at ext. 8360 or e-mail dsorensen@kcc.edu.

**Paralegal/Legal Assistant open house**

The KCC Paralegal/Legal Assistant Studies program will hold an information session and open house on Thursday, Aug. 2.

The public is invited to the session, which will be 6 p.m. Aug. 2 in the Iroquois Room. Program representatives will provide an overview of the program, including job opportunities, program requirements and costs. An opportunity for questions and answers will be included.

“The KCC Paralegal/Legal Assistant Studies program focuses on practical knowledge,” said the program’s coordinator, Kris Condon. “Because case studies, research, writing, and other essential skills are emphasized, students in the program are well prepared for employment. An additional benefit to students is that several practicing attorneys serve on the program advisory board and teach courses.”

The program is approved by the American Bar Association. Two degrees are offered, 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.

Both Paralegal/Legal Assistant Studies programs include intensive training in writing and current technology, as well as a required internship at a law firm or other legal organization.
Golf outing assists with scholarships

The Cavalier Club annual golf outing will be Thursday, Aug. 16 at the Oak Springs Golf Course in St. Anne. The outing will raise funds to assist KCC athletic programs. The event begins with lunch at 11:30 a.m. followed by a shotgun start at 12:30 p.m. It will conclude with a steak dinner at 5 p.m. The cost is $100 per golfer and includes lunch, dinner, drinks, cart and greens fees. Oak Springs is located at 6740 E. 3500 S. Road in St. Anne.

For more information or to register as a golfer, contact the athletics office at ext. 8600.

Class schedule available soon

The Fall 2007 and class schedule will be available in Student Services before the end of the day July 19. The schedules should arrive in people’s homes within a day of arriving on campus. Each employee is encouraged to take four or five mailers to give friends and family to put at their workplaces.

As the printed schedules arrive, KCConnect also will have the Spring 2008 schedule available online. To see the Fall 2007 and the Spring 2008 schedules online, go to http://connect.kcc.edu. Choose “Search for credit classes.” No login is needed to search for classes.

Registration is now underway for Fall 2007 classes, which begin the week of Aug. 20. Registration for Spring 2008 classes will begin Oct. 29.

Safety tip

The following safety tip was provided by the Kankakee County Sheriff’s Police. Tips are being provided every two weeks.

Tip 4: It is illegal to operate an all-terrain vehicle or off-road motorcycle on the roadways or right-of-ways. Save yourself a citation and possibly a tow bill and ride these items only on private property with permission of the land owners.

Equal access—Universal Design in Education

Submitted by Sherry Kinzler, coordinator/interpreter for Learning Services

“The concept of Universal Design originally applied in the field of architecture. The term universal design was coined by the architect Ronald Mace, who challenged the conventional approach of designing for (the) average user and provided a design foundation for more accessible and usable products and environments.”

In terms of learning, universal design means the design of instructional materials and activities that makes the learning goals achievable by individuals with wide differences in their abilities to see, hear, speak, move, read, write, understand English, attend, organize, engage and remember. Universal design for learning is achieved by means of flexible curricular materials and activities that provide alternatives for students with differing abilities. These alternatives are built into the instructional design and operating system of educational material—they are not added after-the-fact.

For specific applications of Universal Design in Educations that include instruction, distance learning, web sites, projects, conference exhibits, presentations and professional organizations consult the DO-IT publication Universal Design: Principles, Process, and Applications at http://www.washington.edu/doit/Brochures/Programs/ud.html.

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