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

**Update info: A new look in the new year**

Submitted by Ellen Skelly, coordinator of publications

Beginning with this edition of *Update*, articles are displayed in a new way, including four new categories. Articles are now in one of four categories: "New this week," "Events this week," "Upcoming events" and "News and Information." Note: A new event which happens the week it is published will be in "Events this week."

The hope with these changes is to give staff the opportunity to quickly see what the newest information is and to more easily know what events/deadlines are within the coming week.

All of the information will still be there, it will just be "categorized," hopefully for your benefit.

Please be patient as we implement this new look. It is an evolving idea, and we won't know if it works until it is tried and some feedback is received. Please let me know at eskelly@kcc.edu or ext. 8279 if you have any comments or questions regarding *Update* in general or the new look specifically.

**New this week**

**Wanted: Computer training input**

Submitted by Dr. John Avendano, president
Greetings!
As we ring in another new year, we often resolve to tackle a challenge, try our hands at something new, or improve upon a skill. In an effort to help with your resolutions this year, we have an exciting new employee benefit that I think will help you tackle, try, or improve in 2010!

Based on a number of surveys and conversations, I've concluded there is an interest among supervisors and staff for in-house training, especially in the area of computer applications.

I'm pleased to report that the President's Cabinet and Office of Human Resources are working closely with Corporate & Continuing Education to offer this employee benefit beginning on or about April 1.

This spring, Mary Posing and Kris Condon (from the Office of Corporate & Continuing Education) will be visiting supervisors and staff to determine training and scheduling which accommodates your needs while continuing to serve our students.

Please consider these options as you think about the computer training you'd like to see:
- Short workshops, where everyone gets hands-on practice at a PC.
- Microsoft-approved training materials that you keep and use at your workstation.
- Courses taught by Microsoft-certified master instructors.
- A record of your participation on your permanent KCC transcript, which you can use at your performance review.

We want to hear YOUR ideas for one of the best investments we can make: an investment in your computer skills!

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Morale committee information and new process

Submitted by David Cagle, co-chair, Employee Morale Committee

The Employee Morale Committee met four times in the Fall 2009 semester.

One project the committee has been working on in an effort to increase morale is a new way to recognize employees for performing outstanding work. This project begins now with the new year.

The recognition program includes two components. The first aspect is the re-institution of "Thanks-a-Grams."

Thanks-a-Gram forms are available electronically [http://www.kcc.edu/FacultyStaff/resources/Pages/default.aspx](http://www.kcc.edu/FacultyStaff/resources/Pages/default.aspx) and in print in marketing and public information. The Thanks-a-Gram includes a number of choices for why a person can be recognized, such as "outstanding service," "great idea," "time saver" and "money saver." Eight options, including "other" are available.
After a Thanks-a-Gram is presented, the person giving it can ask to make a copy and deliver it to the human resources department. If the recipient says it is OK, a human resources representative will post it on the new "You Rock" wall, located in the glass case north of Physical Plant Department.

The entry will also—with permission—be submitted to Update. In doing so, everyone else should hopefully notice and appreciate the outstanding work that was performed.

Please help support the program by participating and recognizing outstanding work when you see it. It happens every day, sometimes we simply overlook it or take it—and others—for granted.

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**Board notes**

Following is a summary of topics addressed at KCC’s board of trustees meeting, held Monday, Dec. 14, 2009.

**College and Career Readiness and Transitions program**

The board learned that KCC is receiving funds from the Illinois Community College Board to increase the college and career readiness rate of high school graduates. The initiative aligns high school and college curriculum, administers and shares results of COMPASS placement testing for high school juniors, and provides assistance for additional instruction in mathematics. Special guests, state Sen. Ed Maloney and Dr. Elaine Johnson, ICCB vice president, brought news about the funding. Representatives from participant high schools also attended.

**Bond issue**

The board approved a resolution of its intent to issue $3 million in general obligation funding bonds. Proceeds from the bonds will be used for instructional equipment, infrastructure improvements, institutional technology projects and other capital projects. A public hearing is scheduled for Jan. 11, 2010 at 5 p.m.

**Tax levy**

The board adopted the 2009 tax levy for the college. The levy is based on anticipated revenue needed for college operations. The total estimated tax rate for 2009 is about 39.3 cents. The 2008 rate was 37.7 cents. The most recently published average tax rate of comparable community colleges in Illinois is 46.2 cents.

**Grant awards**

Renewable energy technology program, from the Illinois Clean Energy Community Foundation -- $279,600. The funds will be used to purchase instructional equipment for the Electrical Technology program, including a wind generator, four solar photovoltaic lab...
stations, four solar thermal lab stations, and a wind turbine.

Career and Technical Education Innovation grant from the Illinois Community College Board -- $14,773. The funds will be used develop or enhance career and technical education programs.

Regional Collaborative Grant from the Illinois Community College Board -- $6,000. The funds will be distributed equally among Illinois Central College, Parkland College and KCC and to develop sustainability lessons for use at each college and its feeder high schools.

**Purchases and reimbursements**

The board approved the request to purchase two replacement buses, and to proceed with the institutional technology storage area network and campus-wide wireless projects. The board approved tuition and course reimbursements.

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**Some campus doors to lock at 6 p.m.**

Submitted by Rich Soderquist, director of facilities and campus safety

In order to improve public safety and better control security access to the campus during the evening hours, beginning Jan. 11, selected exterior doors--approximately 10--around campus will be locked at 6 p.m.

They will remain locked until the following morning. As with all exterior doors on the main campus, they will open from the inside for emergency egress.

Information signs are on each affected door so everyone can be aware of the change and see which doors will remain open until 10 p.m.

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**Campus bytes return beginning in February**

Submitted by Dr. John Avendano, president

I would like to thank all of you who have supported Campus Bytes in the Hammes Café! As many of you know, these informal sessions were set so that faculty and staff could stop by to share information (bytes!) with me on whatever may be on your mind about the happenings at KCC. I’ve been pleased by the input I’ve received to date, and I encourage you to continue to take advantage of these opportunities to visit with me.

I have found that we have many talented and dedicated employees here at KCC. It is my hope that I get to meet more of you as time passes. I have appreciated your input and also your patience as I learn my way around campus and the community. Please know that while my office door may appear physically closed on occasion, I
will continue to remain an accessible president to all of the employees here at KCC.

Thus, I will continue with Campus Bytes. The following dates are tentative and, at times--and unfortunately--subject to schedule changes. I will also look for other venues to provide and receive your input and feedback.

**Spring 2010 Campus Bytes at Hammes Cafe**

- **Thursday, Feb. 4:** 5-6 p.m.
- **Friday, Feb. 5:** 7:30-8:30 a.m.
- **Tuesday, March 9:** 6-7 p.m.
- **Wednesday, March 10:** Noon - 1 p.m.
- **Monday, April 26:** 5-6 p.m.

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**Blood drive on campus**

KCC is sponsoring a Red Cross Blood Drive on Wednesday, Jan. 13 in the Iroquois Room.

Please stop by the front reception desk and make an appointment for this life-saving event. The drive starts at 9 a.m. and the last appointment will be at 1:30 p.m. The blood bank is in serious need of donors, especially those with O-negative type blood.

Anyone with questions about donor eligibility can stop by or call the first floor receptionist desk at ext. 8100.

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**College accepts sustainability awards**

Gov. Pat Quinn has chosen KCC as the only college in the state to receive a Governor's Sustainability Award for 2009.

Among the 38 businesses and organizations to receive the awards Oct. 28 in Springfield, KCC was the only college, and one of only two schools.

The Governor’s Sustainability Awards honor organizations for their significant achievements in protecting the environment, helping sustain the future, and improving the economy.

The award recognizes KCC for its role in establishing the Illinois Community College Sustainability Network. The ICCSN is a network of all 48 community colleges in Illinois, and there are six sustainability centers currently operational with more planned as additional funding is granted.

“Participation in the sustainability network enables colleges to collaborate on curricula and workforce development to build awareness and skills for the new market economy based on sustainability and to accelerate ‘green collar’ job training,” said Bert
Jacobson, Ph.D., dean of sustainability and planning. "The pilot program has demonstrated that networking community college campuses is an efficient way to reach out to consumers, business and industry regarding energy efficiency technology and sustainability. By sharing information across the established state-wide network, the colleges avoid duplication of effort and accelerate the process of education and training."

The network has served more than 18,000 clients through workshops, programs of study, consultations and information sharing. Funding for the ICCSN was first received in 2008 from the Illinois Department of Commerce and Economic Opportunity.

The Illinois Sustainable Technology Center, a division of the Institute of Natural Resource Sustainability at the University of Illinois, presented the awards. The awards have been presented since 1987.

In November, KCC was recognized again for its role in the sustainability network with a 2009 Illinois Council of Community College Administrators Innovation Award. Only nine of Illinois’ 48 community colleges received innovation awards.

KCC also is currently one of 10 finalists for a Bellwether Award in the Planning, Governance and Finance category. The awards will be announced this month.

$400K in equipment awarded to renewable energy program

With a new $400,000 grant, the renewable energy technician training program will power-up with essential equipment.

The funds are from a federal appropriation, and will provide for instructional equipment in the Electrical Technology program, including wind generator systems, wind turbines, photovoltaic lab stations and solar thermal lab stations. The wiring, cabling, and installation of the equipment will also be funded. Rep. Debbie Halvorson (D-Ill.) was instrumental in securing the award. It's planned that the equipment will be in place in time for Spring 2011 classes.

"This support will continue to help KCC be a leader in the state for renewable energy education and training," said Dr. John Avendano, president. "More importantly, our students will be able to learn skills that will be needed for green jobs in the immediate and distant future. We are excited about the support from Congresswoman Halvorson's office which makes a big difference for us to offer these advances."

"In a time when we’re working to turn our economy around and put people back to work, we need to utilize every tool at our disposal," said Halvorson. "This program will turn today's students into tomorrow's green energy leaders, and provide countless opportunities for people across our district. I'm proud to work with
Kankakee Community College, and look forward to continuing to support their efforts to make our region a leader in green jobs and green energy."

Electrical Technology is a two-year program to prepare students for careers related to the construction, troubleshooting and repair of electrical systems. The program includes a renewable energy technology specialization track.

For more information about KCC's programs in renewable energy, contact Tim Wilhelm, coordinator of the Electrical Technology program, at twilhelm@kcc.edu or ext. 8864.

36 celebrate January anniversaries

There are 25 full-time employees celebrating January anniversaries:

- **Christine Young**, Upward Bound, 1/1/89
- **Delithia Love**, TRiO, 1/2/95
- **Tammi Simon**, Child Development Center, 1/2/02
- **Vicki Magee**, Institutional Research, 1/2/07
- **Robert Kenney**, Physical Plant, 1/2/08
- **Jean Janssen**, Humanities and Social Sciences, 1/3/00
- **Kellee Hayes**, Health Careers Division, 1/3/05
- **Nancy Shelley**, Bookstore, 1/4/00
- **Cathi Hughes**, Math, Science, Engineering Division, 1/5/09
- **Ralph Rumble**, Business/Technology Division, 1/6/92
- **Cynthia Hebert**, Student Services, 1/6/97
- **Darla Jepson**, Health Careers Division, 1/6/97
- **Deb Deprest**, Health Careers Division, 1/6/09
- **Susan Pickell**, Health Careers Division, 1/6/09
- **Bill Chipman**, Business/Technology Division, 1/7/91
- **Barbara Bills**, TRiO, 1/7/02
- **Diane Buswell**, Health Careers Division, 1/7/08
- **Harold Dotson**, Physical Plant Department, 1/10/05
- **Gisel Waide**, Learning Services, 1/13/97
- **Joseph Lightfoot**, Student Services, 1/13/97
- **Doris Benjamin**, Student Services, 1/19/89
- **Meredith Purcell**, Student Services, 1/22/08
- **Cathy Robinson**, Student Services, 1/22/08
- **April Frye**, Physical Plant Department, 1/23/01
- **Robert Laird**, Physical Plant Department, 1/28/80

Other staff who also are celebrating January anniversaries are:

- **Selena Brown**, as-needed, Child Development Center, 1/5/09
- **Susan Fulcher**, as Needed, Child Development Center, 1/5/09
- **Debbie Scheller**, as-needed, Bookstore, 1/7/09
- **Sara Boatman**, as-needed, Iroquois County Satellite Center, 1/12/03
Coach follows great season with award

KCC Head Baseball Coach Todd Post recently received the 2009 Diamond Sports American Baseball Coaches Association Regional Coach of the Year (North Central Region) award for NJCAA Division II.

Todd lead the 2009 Cavaliers to a 52-14 record and third place finish in the NJCAA World Series.

After nine seasons as head coach, Todd's record is 365-178-3. In that time, the Cavaliers have averaged more than 40 wins per season, 59 players have gone on to play at the next level and four have signed professional contracts. Todd has coached 37 All-Region players and 11 All-Americans.

The ABCA is the primary professional organization for baseball coaches at the amateur level. It has more than 6,200 members in all 50 states and 22 countries.

Financial Aid workshops and information sessions planned

KCC is hosting three financial aid workshops and a financial aid information night to assist college-bound students and their parents in completing financial aid applications.

The Financial Aid Information Night will be from 7 to 8 p.m. Monday, Jan. 25 in the Iroquois Room. It is designed to provide an overview of the financial aid process for students and parents.

The free Financial Aid Workshops will each be from 6:30 to 8:30 p.m. in the Iroquois Room. They will be held Tuesday, Feb. 23; Monday, March 1; and Monday, April 19.

Anyone who knows students who are seniors in high school are encouraged to tell the students or their parents about the workshop.

At the end of the workshop, participants will have a completed 2010-11 Free Application for Federal Student Aid (FAFSA) on the Web Worksheet.

The FAFSA is the form used at two- and four-year colleges and universities nationwide to determine eligibility for federal and state grants, work-study programs, subsidized and unsubsidized student loans, and some scholarships.
"It is important to complete a FAFSA as soon as possible in the spring semester," said Jean Zak, coordinator of Financial Aid. It does not matter if your child is not sure where he or she will attend college or even if he or she will go to college, Jean said. "Completing the FAFSA in the spring provides a safety net so when the student's college plans are finalized, it is not too late to receive grants, student loans and scholarships."

The FAFSA results allow parents and students time to make their financial plan to pay for college, she said.

For more information or to reserve seats at the workshop, phone the Office of Financial Aid at ext. 8550.

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**First-ever WKCC campaign succeeds**

WKCC raised $11,000 and has 138 new members following its first-ever membership drive.

Donations were made from all parts of the station's coverage area, including Kankakee, Bonfield, Manhattan and Lake County, Ind.

Listeners can become members all year round at wkccradio.org.

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**Chair massages move to Wednesdays**

In response to faculty and staff requests, chair massages will now be offered on a different day: Wednesdays.

The times and location are 2 to 4 p.m., primarily in Room D300. Chair massages will be in Room D151 on days when the Supportive Staff Communication Committee and/or Administrative Communication Committee meetings are in Room D300.

The cost remains at $9 for a 15-minute massage.

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**Events this week**

**Spring 2010 inservice information**

The 2010 in-service schedule is now available.

Many of the events Jan. 6 and 7 are for full-time and adjunct faculty, but each day offers something for everyone. A PDF file of the inservice schedule can be viewed here.

As always, adjunct professors are invited to participate in all sessions.

For more specifics, view the schedule and plan for Jan. 6 beginning with breakfast at 8 a.m.

Events for everyone
Don't miss these events during inservice week for all employees:
All Staff Breakfast and Administrative Updates -- 8-10:30 a.m. on
Wednesday, Jan. 6 in the Iroquois Room
Social time at "The Landing" -- 4-6 p.m. Thursday, Jan. 7 with
hosts Diane Buswell and Helen Streicher

Upcoming events

SURT S will visit for retirement planning
appointments
Submitted by David Cagle, director of human resources
The human resources office has contacted SURS and one or two
representatives will visit campus to meet employees contemplating
retirement on Tuesday, Feb. 16.
Anyone interested must call SURS (1-800-ASK SURS) no later
than Jan. 20 to allow time for the counselors to calculate and have
their estimates approved.
Due to a limited number of appointments available Feb. 16,
employees may also schedule a phone appointment if they wish.
The information covered is the same by phone or in person. Once
SURT S notifies me of those who have contacted them, I will schedule
half-hour appointments for Feb. 16.

News and Information

Parking changes for 2010
Submitted by Vicki Gardner, vice president for business affairs and
human resources
After extensive exploration of practices at other
colleges, and much discussion in communication
groups and open invitations for input in Update, it
has been decided that zoned parking will be
implemented in Spring 2010 on a trial basis.
The goal of this program is to maximize
available parking for employees. On any given day, a number of staff
are not here due to conferences, vacation, illness, etc. When this
occurs, a parking spot is vacant while other employees have difficulty
finding a parking space.
Under the trial plan, any vehicle with a yellow or red sticker can
park in any available space in the east and west employeelots as
well as the lot south of the Technology Building. This excludes
spaces with specific other designations, such as the service spots in
the east lot and spots labeled A-D in the east lot, which are reserved
for the temporarily disabled.

It is acknowledged that there is no perfect solution that everyone prefers when it comes to parking. We have heard from supporters of this trial and from those who would prefer to retain their individually assigned spaces. While we are hearing what is being said, the ultimate goal of maximizing parking will be best achieved by filling all available spaces.

At the end of spring semester, the program will be assessed and suggestions for improvement will be solicited.

I wish to thank all employees for their input to date, and encourage all to provide additional input at the end of the trial period.

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H.E.L.P. program accepting enrollments

The H.E.L.P. program, designed to assist employees who have catastrophic medical conditions and who have exhausted their available paid leave time, is accepting enrollments.

Documents related to the program, including an explanation of how it works and an enrollment form, are located in O:\Share \KCC\Human Resources\HR Forms\H.E.L.P. policy and forms.

The enrollment form must be submitted on or before Jan. 29. For further information, contact David Cagle in the human resources at dcagle@kcc.edu or ext. 8128.

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Update deadline

The deadline to get articles in Update is noon Thursday for the following Monday’s issue.

In addition to submitting articles and article ideas in person or on paper, you also can submit them via e-mail to eskelly@kcc.edu.

Articles should be submitted to Ellen Skelly in marketing and public information. You can contact Ellen at ext. 8279.