New this week

Sessions share business and HR info

Submitted by David Cagle, director of human resources

Beginning in February, the Business Affairs & Human Resources Office will offer information sessions twice a month for all KCC employees.

"We originally intended these sessions to be offered only to new employees, but quickly realized that all staff and faculty may benefit by attending," said Vicki Gardner, vice president for Business Affairs & Human Resources.

These informational sessions will be repeated again for the next several months.

Tuesday, Feb. 2 -- 2-4:30 p.m., Room D214

This session will include information from three areas.

Rich Soderquist will provide information on Physical Plant Department, public safety and security, work orders, key requests, staff parking, and facility improvements.

Mike O'Connor will share information about the HelpDesk, and the types of services and policies of the Information Technology Services department.

David Cagle will present information on KCConnect, direct deposit, annual verification of emergency contact, the advertising & employment recommendation process, employee absences, payroll time sheets, and miscellaneous issues regarding human resources.
Tuesday, Feb. 16 -- 2-4:30 p.m., Room D214

This session will include information from four areas. Angela Kunce will discuss in and out of district travel, R-25, purchasing, and miscellaneous staff reimbursements. Brenda Dressler will discuss budget transfers, bids/quotes, and the budget process. Heather Dillander and Brenda will share information about budgets. Jill Christy will review the central supply ordering process. Anyone with questions on these sessions is invited to phone me, David Cagle, at ext. 8128 or e-mail dcagle@kcc.edu.

W-2 forms available

W-2 forms will be available beginning Monday, Jan. 25 at 8:30 a.m. Any forms not picked up by 3 p.m. Friday, Jan. 29 will be mailed. Please help defray postage costs by retrieving your W-2 form in the designated timeframe.

Testing office has moved

The Testing Office has moved to Room D227. Faculty members should put make-up tests under the door of Room D227, instead of Room D228.

Employment news

One employee has recently transferred positions. Denise Burklow is now academic advisor/Coordinator of testing services. In this position, Denise will administer student testing and assessment services, be a transfer advisor, and she also will assist with recruitment and retention activities. Previously, Denise was specialist III for the Literacy Program. Denise can be reached at ext. 8518 and her office is located in Room D227.

Scholarship booklets and applications available

Submitted by Becky Wilder, Coordinator of scholarships and annual giving

The 2010-11 KCC Foundation Scholarship booklets and applications are now available. Printed scholarship books and applications are at various locations...
around campus, in the KCC Office of Financial Aid and from area high school counselors.

To view it online, visit http://viewer.zmags.com/publication/a53fcc6b#/a53fcc6b/1.

The application deadline for most 2010-11 Foundation scholarships is April 9, 2010. Some individual scholarships may have different deadlines, so please check scholarship descriptions carefully.

Students often think they can't qualify for an award, but that isn't always the case. Scholarships are available for a wide range of students. While some scholarships are based on grades, many focus on factors like a student's major, potential, interests etc. If a student can maintain a minimum GPA of 2.5, its worth applying for an award. They might be pleasantly surprised.

Scholarship categories include those for full- and part-time students, occupational and baccalaureate students, middle-income families, recent high school graduates, students whose grades are in the middle range, older students who are returning to school, and a broad spectrum of students with special talents.

Faculty and staff are asked to make their students aware of the availability of books and applications, and to encourage students to apply.

### Students invited to apply for board rep position

Applications for student representative to the KCC board of trustees are now available at the first floor receptionist desk.

The student representative serves as liaison for entire student body and is a student representative to the board. The person selected will foster the continued link between KCC's students and administration.

Applications will be reviewed by a committee of students, faculty and staff. Application deadline is 3 p.m. Jan. 28. The student representative will be seated at the board meeting June 8.

### Events this week

#### Weight Watchers open house is Tuesday

*Submitted by David Cagle, director of human resources*

Weight Watchers is holding a free open house Jan 26, from 12:15 to 12:45 p.m. in Room L279.

All employees are invited for a free preview, to talk to others about their successes, and meet our dynamic leader, Traci Owens.

The next Weight Watchers session begins in February, and we
need to have at least 15 members participating to continue, and at least 20 members in order to receive free eTools.

**WKCC will air State of the Union**

President Obama will deliver the State of the Union address to Congress and the American people Wednesday, Jan. 27, at 8 p.m.

WKCC 91.1 FM will broadcast the president's speech and analysis from National Public Radio reporters and editors after the speech.

**First trivia challenge night is Friday**

Teams are forming for three family Trivia Challenge nights at KCC, and the first one is 6 to 9:30 p.m. Friday, Jan. 29.

Teams can have a maximum of six members. The cost is $10 per person each night or $50 for a team of six each night.

At the Trivia Challenge, a family-friendly atmosphere will offer teams chances to win cash prizes and earn the title of champion. The competition includes 10 rounds of trivia. Teams do not have to be from the same family, although kid-friendly questions will be included in each round.

The event is hosted by the KCC chapter of Lambda Epsilon Chi, a national honor society in paralegal studies. Proceeds will benefit Prairie State Legal Services, a not-for-profit provider of free civil legal services for low-income and elderly residents of Kankakee and Iroquois counties when they are faced with the loss of safety, access to healthcare, income or shelter.

Trivia Challenge nights also will be Feb. 26 and March 26.

To register a team, or for more information, phone Prairie State Legal Services at 815-935-2750.

**Upcoming event**

**Make plans now: Friendship Day is March 24**

Submitted by the Cultural Diversity Committee

Country displays, presentations on different cultures and other information is scheduled for Friendship Day, Wednesday, March 24.

Full event information is at [http://www.kcc.edu/Pages/FriendshipDay willinclude奖学金contest.aspx](http://www.kcc.edu/Pages/FriendshipDay willinclude奖学金contest.aspx). It is
updated as new details are available.

Community members also are invited to attend and to participate. For 2010 International Friendship Day, there will be a scholarship contest with a 3-credit hour class as its prize.

Students with the top three submissions will make presentations at noon on Friendship Day. The winner will be chosen by the audience. Information is available at [http://www.kcc.edu/Pages/FriendshipDayscholarshipcontest.aspx](http://www.kcc.edu/Pages/FriendshipDayscholarshipcontest.aspx)

The entry deadline is Feb. 15. Students can submit presentations to Elise Schultz, care of the Student Services Reception Desk.

The top prize, a three-credit-hour course, is being donated by the KCC Foundation.

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**News and information**

**KCC locations offer Haitian donation opportunity**

A number of KCC locations will soon have canisters available for cash donations which will go to a Haitian earthquake relief fund. Locations include the College Center Receptionist Desk, division offices, accounting office, food service, athletics and the Learning Resource Center.

Signs will be posted to point people to donation canisters.

An earthquake with a magnitude of 7.0 struck southern Haiti at 4:14 p.m. (CST) Jan. 12. Extensive relief is needed for hundreds of thousands of residents left without food and other necessities.

**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 human resources at dcagle@kcc.edu or ext. 8128.

**Green Flash sustainability messages**

Submitted by Rich Schultz, coordinator of Sustainability Center, sustainability & planning

Following is this week's information about sustainability and how KCC is participating in this
important effort.

Previous Green Flash messages have explained why sustainability is important and how institutions of higher learning are addressing it. A "Green house gas inventory" for KCC was conducted in January 2009. This inventory is the basis for developing plans to reduce KCC's emissions.

To conduct the inventory, data regarding energy use, campus fleet fuel consumption, student enrollment, faculty and staff numbers, commuting distances and the enclosed area of the campus buildings were tabulated.

The Clean Air - Cool Planet's "Campus Carbon Calculator" was used to analyze the data and create the Green House Gas Report.

Net emissions from the campus were determined to be 12,559.7 metric tons of CO2 equivalents and energy consumption was 158,387.7 million BTUs. About 44 percent of emissions are from student, faculty and staff commuting. Another 35 percent is electrical power and approximately 11.4 percent is natural gas consumption. The remaining 9.6 percent is from other sources and activities, including campus vehicle use, fertilizer application, travel, and solid waste disposal.

Comparing KCC energy use to other colleges

Two other Illinois community colleges have publicly reported their inventory results.

Following are the reported values in metric tons of CO2 equivalents, including both gross emissions and per 1,000 square feet.

KCC: Gross emissions of 12,560; 36.5 per 1,000 square feet.
South Suburban College: Gross emissions of 13,783; 24.6 per 1,000 square feet
Lewis & Clark Community College: Gross emissions of 24,155; 50.9 per 1,000 square feet.

The results of the Green House Gas Inventory were used to develop a Climate Action Plan to begin the process of reducing campus emissions.

A summary of the plan will be discussed in the next Green Flash message.

For more information, contact me, Rich Schultz, at ext. 8243 or Bert Jacobson, dean of Sustainability and Planning, at ext. 8242.