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

New this week

Feb. 23 "KCC: 'With Passion and Pride''

Mark your calendars

Topper Steinman will present "KCC: 'With Passion and Pride'' for all full- and part-time staff Tuesday, Feb. 23 from 1 to 4 p.m. in the auditorium, Room L110.

The event will be preceded by lunch from noon to 1 p.m. in the Cavalier Room and Iroquois Room for all full- and part-time staff. The lunch menu will include Italian beef sandwiches, cheesy potato soup, vegetable soup, salad and brownies. Drink choices will be water, lemonade and coffee.

"With Passion and Pride," beginning at 1 p.m., will include critical elements for educating today's adult learner, how KCC's mission matches our methods in providing a quality experience for those we educate, and the manner in which each of us contributes to personal, relational, and institutional excellence. One key component to be discussed will be resolving conflicts using interest based bargaining techniques.

Steinman, the presenter, is a counselor, teacher and consultant with more than 35 years experience.

In order to allow staff to attend, the college will be closed, except for the Child Development Center and the Help Desk in Information Technology Services.

Please see your immediate supervisor regarding any office coverage concerns.
Employee Satisfaction Survey about to be sent
Submitted by David Cagle, director of human resources

Within the next week, we will ask all full-time employees, current adjunct instructors, and part-time employees averaging 16 hours or more of work per week to complete an employee satisfaction survey. The Human Resources Office should get this link sometime the week of Feb. 8. When we do, we will e-mail it to all those listed above. The survey will be available for approximately two weeks in order to give employees adequate time to complete it.

The survey should take about 20 minutes to complete. This is the second year we are using Noel Levitz to administer the survey. It allows for comparison between years.

We hope to have the survey results compiled and distributed in early March. Thank you in advance for your cooperation and honest feedback.

Minimize identity theft: Prevention first
Submitted by Michael O'Connor, director of Information Technology Services

As most of you are aware, KCC is working toward "Red Flags" compliance, which establishes policies and procedures designed to minimize employee and student exposure to identity theft.

Over the next few months I'll discuss KCC's "Red Flags" initiative in Update, as well as outline actions that assist in creating an identity theft-proof environment.

One method that identity thieves use to gather identity information is through physically accessing an unattended computer. To prevent this, you should lock your computer before you leave your work area. Perform these two steps to lock your computer:

1. Save your work.
2. Press the Windows key + [L]. This will activate the lock.

To unlock your computer, simply input your network password into the "Workstation Locked" dialog box and press either [ENTER] or click the [OK] button. Your computer will be unlocked.

By getting into the habit of locking your computer when you're away, you not only protect against unauthorized access to information on your computer, but you also prevent unauthorized access to the many other systems which your computer is connected to.

The use of identity theft prevention practices, like locking your computer, will go a long way in reducing KCC's exposure to identity theft.

If you have any questions, concerns, or suggestions about KCC's "Red Flags" compliance process, please contact me directly at ext. 8900.
Copyright resources are available

Here's a general overview for faculty and staff

Submitted by Karen Becker, assistant director, Learning Resource Center

There are many questions which arise each semester, as faculty prepare for classes and as staff assist students and work on other projects.

These questions might include--but are not limited to: Is it legal to copy VHS tapes to DVD? Can I make copies of a book that is out of print for my class?

As faculty or staff member, you are responsible for copyright compliance. Also, you might not know that e-mail is protected by copyright law.

All of these issues falls under U.S. copyright law. KCC has a copyright policy, established in the fall of 2003. It is found at www.kcc.edu/FacultyStaff/resources/copyright/Pages/default.aspx

In addition to the policy on copyright, there are a number of resources to help faculty and staff determine whether they can use an item in the classroom or not.

A general tutorial, a resource focusing on everyday copyright issues (ex.: e-mail and photocopies), is at www.kcc.edu/FacultyStaff/resources/copyright/Pages/tutorial.aspx.

An educational use tutorial, a resource focusing on classroom use of materials, is at www.kcc.edu/FacultyStaff/resources/copyright/Pages/edututorial.aspx.

There are a variety of books on copyright that can be borrowed from the Learning Resource Center, check the online catalog for availability.

Additional questions regarding copyright can be directed to me, Karen Becker, at ext. 8405 or Donna Smith at ext. 8402.

Info on table tent procedures

The offices of student activities and marketing have collaborated to create a procedure to keep the College Center looking attractive by having a limit of one table tent on display at any given time.

To have a table tent displayed, work with the same contact from marketing or student activities as in the past. Student and club requests are made through Sarah Zirkle. All other requests are made through the appropriate marketing representative: Kari Sargeant, Nancy Schunke or Ellen Skelly.

Space on tables can be reserved on a first-come first-served basis. When the request is made, it will be reserved on a calendar, with a maximum of seven days on display for each.

The procedure applies to all table tents, including those not printed
by KCC's media department.

The WOW factor...

Submitted by Julia Waskosky, dean of Learning Services

History demonstrates that great projects are often the result of great teams.

One example is the focus and energy demonstrated by a diverse team of KCC staff who provided COMPASS testing to more than 600 area high school juniors. This group included health careers and humanities division faculty and staff, Illinois Student Assistance Commission representatives, Career Planning Services office personnel, Information Technology Services staff, Learning Services staff and Testing Center staff.

This achievement was only possible because: faculty were willing to relocate their classes to clear space for testing; Information Technology Services staff made the task of lab set-ups a top priority, Learning Services staff worked through the administrative details to secure rooms, provide lunch and ensure smooth operations each test day; the Testing Center staff met, greeted, and tested students; and ISAC and Career Planning representatives provided meaningful presentations.

The team shared unique qualities like dedication to achieving the end result while facing down a slightly ridiculous timeline. Though it was drawn from widely divergent disciplines, they had respect for their fellow members and for the value of the project.

The passion of staff to provide superb service not only to students but to each other was obvious and worth commending.

Thank you for reaching crazy deadlines and seemingly unreachable goals. Your enthusiasm and flexibility are qualities that make the KCC experience so positive.

Thank you for condolences

Everyone at KCC has been so gracious with cards, donations, hugs and prayers following the death of my father, Grady Ray Bell Sr.

Thank you all for your compassion at this difficult time. Whenever my family has been in need, the KCC family has come together for me. I can't thank you enough.

—April Frye

Events this week

Dollars for denim supports United Way
The United Way is sponsoring a 'Dollars for Denim' day community wide on Friday, Feb. 12.

To participate, bring a $5 dollar donation to Mary Posing in Corporate and Continuing Education or to David Cagle in the Human Resources office to wear jeans to work that day. You will be given a sticker to wear which shows that you have made a donation.

All proceeds will go to United Way of Kankakee County. Funds raised through United Way contribute to 24 partner agencies serving Kankakee County.

Registration deadline this week

SUAA chapter social is coming for current and potential members

Submitted by Claire McElroy, president of KCC's SUAA chapter

Please join the KCC State Universities Annuitants Association chapter at the Homestead on Tuesday, Feb. 16 from 4:30 to 6 p.m.

This is an opportunity to welcome our newest members and to visit with those we haven't seen in some time. If you are considering membership, we will have forms available, so please come. Hors d'oeuvres will be provided by the chapter and there will be a cash bar.

The Homestead is located at 1230 S. East Ave. in Kankakee.

Please RSVP by Feb. 9 to claire.mcelroy@hotmail.com so we can give the Homestead the number of guests who will be attending.

Looking forward to seeing you.

Registration deadline this week

Jump on the Fan Bus....

Join other Cavaliers fans to cheer on the KCC Men's Basketball Team for a road trip to Kennedy-King College in Chicago.

When: Thursday, Feb. 18

Bus departure (in front of WDC): 6 p.m.

Game time: 7:30 p.m.

Return to KCC: (approximately) between 11 p.m. & midnight

Invite your friends and join us to cheer on the Cavs -- the 15th ranked team in the country!

The $8 fee for transportation is payable when you sign up. Game admission (not included) is $3 to $5.

Register for this road trip anytime before 5 p.m. Friday, Feb. 12 at the first floor reception desk.

Twenty-eight seats are available; the minimum is 20.

For more information, please contact Sarah Zirkle -- smcintosh-
Upcoming events

Business Affairs and Human Resources offers information sessions

Submitted by David Cagle, director of human resources

Twenty people attended information sessions offered by the Business Affairs and Human Resources Office last week.

Participants had nothing but great things to say about the program. Even though 80 percent of attendees have been employed by KCC for more than one year, they still learned vital information and benefited from attending. Comments on the program evaluation included: "All presenters today did an excellent job!! Very, very informative." "Excellent program." "This was a useful session and was worth the time it took."

The next session will be Tuesday, Feb. 16, 2 to 4:30 p.m., in Room D214. All staff are invited.

This session will include information from four areas:

- **Angela Kunce** will discuss in-district and out-of-district travel, R25, 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.

Please contact Janet Fager at ext. 8124 to pre-register.

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Black History Month events

The Cultural Diversity Committee will be sponsoring a series of free events honoring Black History Month, following the theme "Music of the Civil Rights Movement."

**Understanding Civil Rights**

Brown bag luncheon; noon to 1 p.m.
**Tuesday, Feb. 16** in the Cavalier Room

Willie Dixon, adjunct professor and WKCC radio host will be the presenter. There will be an introduction and poetry reading by Novalla Coleman.

Lunch will be available for purchase. The menu will include barbeque, green beans, rolls, and peach cobbler.

*To Sir, With Love*
Free movie with free popcorn - 1 p.m. and 5 p.m.
Thursday, Feb. 18 in the Auditorium
The movie stars Sidney Poitier. Dana Washington will lead an open discussion following the 1 p.m. showing. Christine Young will lead the discussion following the 5 p.m. showing.

Motown Sock Hop
7 to 10 p.m., Friday, Feb. 19 in the College Center
Music will feature the best of Motown from the 1950s to 1970s. Admission is $1 and it is open to KCC students and community members age 18 and over. Educational handouts about music will be provided.

News and information
Cash Bash is just two weeks away
The KCC Cavalier Club will sponsor a "Cash Bash" with $8,100 in prizes from 6:30 to 11 p.m. Saturday, Feb. 20 at the Knights of Columbus Hall, 187 S. Indiana Ave. in Kankakee.
Cash awards will be one $5,000 prize, two $500 prizes and 21 $100 prizes. Admission is $100 per ticket, and each ticket admits two people. Only 300 tickets will be sold. Ticket holders do not need to be present to win.
A buffet and drinks will be included. Those at the "Cash Bash" can play Las Vegas-style games. A person must be 21 years of age or older to purchase a Cash Bash ticket and to attend the event.
The Cavalier Club is KCC's athletic booster organization.
To purchase a ticket or for more information about the Cash Bash, call KCC's athletic department at ext. 8600 or e-mail jvasquez@kcc.edu.

February anniversaries announced
Bonus anniversary: January list amendment included here, too
A total of 12 full-time and seven part-time employees are celebrating KCC employment anniversaries.
Full-time employees celebrating anniversaries are:
Aaron Bretveld, Information Technology, 1/2/07
Grace Conway, Corporate and Continuing Education, 2/10/92
Karen Ridgway, Workforce Investment Act, 2/10/03
Monica Quinlan, Institutional Research, 2/13/01
Thanks-a-Grams

The Employee Morale Committee is encouraging employees to use a longstanding device to take part in a new way of recognizing each other.

Here are some recent 'Thanks-a-Grams'

To: Diane Berger
From: Glenda Forneris
One of Diane's students acknowledged her "professional attitude" and her "going out of her way," in terms of showing patience with his questions, and for giving him a second opportunity to complete his phlebotomy practicum.
Thank you, Diane, for helping this student succeed with his clinical experience.

To: Debbie Blomer, Raelene Bass, Novalla Coleman, Angela O'Donnell, Kim Garretson and Shirley Griffith
From: Mary Jo Martyn
Thanks for going above and beyond! As counselors, you assisted 346 individuals as they made career choices and enrolled in Spring classes. Many of these individuals are first-time college students who have recently lost their jobs. While assisting these individuals (to) access scholarships, you worked additional hours to ensure we were ready for a state monitoring visit.

To: Allyson Eckhoff
From: Mary Jo Martyn
As a new career specialist in our Pontiac office, you have Stepped Up! You quickly learned procedures and have done a great job of holding the Pontiac office together while we have been down a staff
person. The office has 63 individuals registered in Spring training and continues to deal with record layoffs in the county. We appreciate everything you are doing!

To: Karen Ridgway and Dana Washington
From: Mary Jo Martyn
With a record number of funding and tracking requirements, you have both kept up & kept our department on track ensuring we work toward meeting all federal, state and local requirements. We appreciate all of your hard work and attention to detail.

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

Recycling is an important way everyone can do their part toward a more "sustainable" world. Both at work and at home, recycling is important. Here are some reasons for making the effort:

-- While recycling has grown in general, recycling of specific materials has grown even more significantly. 52 percent of all paper, 31 percent of all plastic soft drink bottles, 45 percent of aluminum beer and soft drink cans, 63 percent of all steel packaging, and 67 percent of all major appliances are now recycled. But we can do better!

-- Recycling 1 ton of paper saves the equivalent of 17 trees, saves energy to power an average home for six months, saves 7,000 gallons of water, and keeps 60 pounds of pollutants out of the air. This represents a 64 percent energy savings and a 58 percent water savings compared to manufacturing paper from material which was not recycled.

-- For every aluminum can recycled, enough energy is saved to run a television or operate a computer for three hours. Once an aluminum can is recycled, it can be part of a new can within six weeks. Because so many aluminum cans are recycled, the Environmental Protection Agency estimates they account for less than 1 percent of the total U.S. waste stream.

-- Every glass bottle recycled saves enough energy to light a 100 watt light bulb for four hours.

-- Americans use 2.5 million plastic bottles every hour. Half of all the polyester carpet manufactured in the U.S. is made from recycled plastic bottles. Five 2 liter plastic bottles can be used for each square foot of carpet.

You can make a difference by recycling!

Questions, comments, feedback?
Contact me, Rich Schultz, at ext. 8243 or Bert Jacobson, dean of
sustainability and planning at ext. 8242.