Hello everyone --

I want to let you know about tools in place for feedback and share the progress on a Continuous Quality Improvement project being completed by the President’s Cabinet.

The primary focus of the CQI project is to improve communication and refine opportunities for input and feedback in the decision-making process. We are focusing on two strategies.

First, we are consulting with committees and reviewing committee structure and membership to determine if they are communication, advisory or decision-oriented. Then, if needed, the committee membership, structure or purpose may be reviewed and altered to maximize effectiveness.

Second, we are reviewing how communication occurs among the college community, and how input or feedback is gathered and utilized for college-wide projects and decisions. Many of you responded to a survey about this earlier this year, and the CQI group formulated strategies based on the results. One strategy is to create electronic tools with which to share comments.

*Update* is an established tool we can use to gather feedback, comments and opinions. A new icon -- 📝 -- will now be used to indicate that the article writer is seeking your input and/or feedback. Therefore, whenever you see this icon, please share your thoughts on the topic using contact information within the article.
Also, an electronic Candid Comment form is available from the sidebar of Update and at http://www.kcc.edu/Community/Collegeinfo/president/Pages/commentform.aspx. Paper Candid Comment forms will remain available in three places: the College Center, the entry area of the Learning Resource Center and outside Room L355. Both electronic and paper forms can be submitted anonymously.

I want to thank everyone for your thoughts and suggestions which have led us to this next step as we strengthen communications at KCC.

New expired test procedure begins soon

As of April 5, 2010, if a student comes to campus to take a test after it expires, the proctor will administer the exam but will inform the student that it may not be graded because of the expiration date.

Students will sign the make-up test form to indicate they have been advised of this possibility.

Faculty will determine whether or not to accept expired test scores. Proctors will e-mail the instructor when the test has been taken and provide test completion information including the expiration date.

Proctors will continue to return to faculty all expired tests that have not been administered within one week of the expiration date.

Before the procedure changed, it was presented to faculty for input.

"Their feedback was important to making this change," said Julia Waskosky, dean of Learning Services.

Severe weather drills will be 4/7

With the tornado season drawing near, a severe weather drill has been scheduled for Wednesday, April 7 at 1:40 p.m. and 5:35 p.m.

Faculty may announce to their classes that the drills will take place and advise their students where the nearest designated safety areas are located. The scheduled drills should only take about 15 minutes. Handicapped persons may use elevators.

The following locations have been designated safety areas for weather emergencies:

. College Center corridor south of the Learning Resource Center
. Child Development Center
. Hallway outside Technology/Business and health careers administration office.
. Health Careers Center for Excellence interior rooms away from windows.
. Technology building east-west and north-south corridors
Prairie Building Room W103, Room W106, and the Prairie Room-Room W109 and Room W111
. Lower level of the LRC, south wall of carrel area and Rooms L161 and L165
. First floor restrooms in College Center, LRC, Technology/Science/Workforce Development Center
. South bank of retention pond
. Workforce Development Building first floor interior rooms away from windows
. South wall of the building presently occupied
. Arts and Sciences Building first floor interior rooms away from windows
. Locker rooms and restrooms in Activities Building
. West campus buildings interior restrooms
. Occupants of KCCs fitness center in the OAK Orthopedic Sports Arena can go to lower level interior rooms away from windows, excluding the ice rink.
. Outdoor area away from building which is lower than ground level such as a ditch or swale

In the event of a real emergency, staff on the West Campus may, if time allows, drive to the east campus and may also use the service road. Great caution is emphasized in using careful driving speeds and being alert to pedestrians using that pathway.

Click anywhere on this line to see an article with tornado tips.
For more information, phone Rich Soderquist, chairman of the Campus Safety Committee, at ext. 8713.

---

**Home grown money maker offered Thursday**

In the spirit of Chia Pet, the beloved gift that grows, KCC will have a special fundraiser, and "growing employee heads" will soon be for sale.

Each employee head will come with a seed packet for one planting, a convenient drip tray, a handmade planter, and a planting and care instruction sheet.

"The employee heads are a beautiful 3-dimensional tribute to growth and knowledge," said Dennis Sorensen, dean of instruction.

The employee heads will be sold on Thursday, April 1 only. Between 4:01 p.m. and 4:10 p.m., the low-low introductory price will be just $410 each. After 4:10 p.m., the price will increase by $41 every minute until 4:41 p.m.

To make a purchase, bring cash to Dennis in Room L238. No sales will be made after 4:41 p.m. on April 1.

All proceeds will go to KCC Horticulture and Agriculture programs.

"KCC already is known as having a scenic
campus," said Scott Stewart, coordinator of Horticulture and Agriculture programs. "This project is a way to bring more green into the buildings. We hope everyone agrees that the growing employee heads are an aesthetic and attractive way to 'grow' our message of the importance of education."

Dennis and Scott have graciously volunteered to be the first employee heads (see prototypes, above). In 41 days, 41 new employee heads will be offered. Details will be provided the day of the sale.

All invited for a closer look at ethics

Have we become an unethical nation?
Andrew Corbus and Mike Stanfa from the Center for Ethical Leadership and Executive Development at Olivet Nazarene University will take a closer look at that question as they identify a billion reasons why ethics are important.

The presentation will be Thursday, April 15 at 2 p.m. in the Auditorium.
Topics will include questioning what's important and challenging yourself to define your ethical worldview.
Corbus and Stanfa also will look at ethical scandals of the past decade, how good things went bad, how bad things became disastrous, why none of them had to happen, and how high the cost has been.

For more information about the event, contact Susan LaMore at ext. 8208 or e-mail slamore@kcc.edu. The event sponsor is KCC's Rotaract Service Club.

Kids art and auction offered

The Child Development Center will host its annual Children's Art Fair & Silent Auction Friday, April 16 from 4 to 6 p.m.
There will be an employee preview and silent auction kick off from 2 to 3:30 p.m.
Everyone is welcome to attend!

Volunteer for KCC's Rebuilding Together Team

Those who are skilled--and those who just want to help--are invited to help a good use by volunteering to help spruce up houses for the under privileged.
KCC is sponsoring a Rebuilding Together team to assist with renovations at a home in the Kankakee area on Saturday, April 24 from 8 a.m. to 4 p.m.
Rebuilding Together is a nonprofit organization working to preserve affordable home ownership and revitalize communities.

To volunteer, sign up at the first floor reception desk. Volunteers should wear appropriate clothes for working on home improvement projects. No sandals are allowed.

For more information, contact Sarah Zirkle at ext. 8628, e-mail smcintosh-zirkle@kcc.edu or visit http://www.rebuildingtogether.org/section/about/.

Scholarship available - May 1 is deadline

A $500 scholarship for women completing their education in a business related field is available to KCC applicants.

Faculty and others with student contact are asked to tell students about this opportunity. Application deadline is May 1, 2010.

A local recipient will be chosen by members of the Zonta Club of Kankakee. Zonta Club of Kankakee consists of local professional women who are dedicated in providing support to community projects fundamental to women's advancement.

Applications and further details are available from Becky Wilder at rwilder@kcc.edu.

Image Makers plunge for a cause

On March 6, seven members of the Image Makers Club, Darla Jepson, her daughter Darci, and Mendy Corbet and her daughter Shelby, participated in the Polar Plunge in Manteno.

They dove into Manteno Lake, after the ice had been chipped away. Clearly, it was a chilly spot for a dip in the lake. Event proceeds support the more than 22,000 athletes of Special Olympics Illinois. It will help provide athletes with intellectual disabilities the chance to participate in year-round sports training and competition.

The Image Makers raised $1,135. The entire event raised $45,751.58. Darla and Mendy are KCC's full-time Radiography professors.

In the photo: (back row, left to right) Ryan Bertrand, Jenny Jones, Amber Boetgger, Heather Sikora, Jackie Teske, Kelly lyme and Tim Dickman; (front row left to right) Darci Jepson, Darla Jepson, Mendy Corbett and Shelby Corbett

April anniversaries: 14 celebrate ... no foolin'
The following 10 full-time employees celebrate employment anniversaries in April.

- **Margaret Cooper**, Workforce Services and Adult and Community Education, 4/1/85
- **Donald Hundley**, Physical Plant Department, 4/2/07
- **James Wosz**, Information Technology Services, 4/2/07
- **Prosper Hevi**, Business Division, 4/5/99
- **Karen Bayston**, Student Services, 4/6/99
- **Susan LaMore**, Transfer Services and Scholars Program, 4/8/85
- **Delphine Gordon**, Adult and Community Education, 4/11/00
- **Keisha Smith**, Student Services, 4/13/09
- **Joe Graveline**, Physical Plant Department, 4/24/02
- **Nicki DePatis**, Admissions and Registration, 4/30/01

The other four employees who are celebrating April anniversaries are:

- **Karen Alvarez-Hunt**, Upward Bound, 4/3/00
- **Pamela Basham**, Adult and Community Education, 4/6/09
- **Maria Spargur**, Adult and Community Education, 4/9/02
- **Jennifer Irigoyen**, Information Technology Services, 4/21/08

**All invited to Climate Policy webinar**

A webinar from the National Wildlife Federation, "Climate Policy 101: The College Student's Guide to U.S. Climate Legislation," will be Thursday, April 8 at 1 p.m. in the Iroquois Room.

All employees, students and the community are invited. The event is free.

This campus ecology webinar will summarize the current state of affairs for the climate bill, cap and trade, potential roadblocks, and opportunities for job creation and education. Other legislation to be highlighted include the university sustainability program and community college act.

For further information, contact Bert Jacobsen at bjacobsen@kcc.edu.

**Book is now in paperback**

The third novel of adjunct faculty member Kris Condi, Ph.D., is now in paperback.

The book is called "The Chat Pack."

Kris will be on two upcoming radio shows on WGFA and WOCA discussing the book April 1. She also will attend the author's fair on Saturday, April 10 from 10 a.m. to 2 p.m. at the Kankakee Public
Events this week

Deadline this week

Evaluations for supportive staff due April 1

Submitted by David Cagle, director of Human Resources

Supportive staff evaluations are due to human resources by April 1 and administrator evaluations are due to human resources by May 1.

Employees should work with their immediate supervisors to allow time for all levels of supervision to review the evaluation before the human resources deadline.

The process will be as follows:

1. Complete a self-evaluation using the appropriate evaluation form on the O drive. All areas of the form must be completed.
   -- O:Share\KCC\Human Resources\Evaluation Forms\Supportive Staff
   -- O:Share\KCC\Human Resources\New Fill in Admin Evaluation Form.
2. Submit the completed self-evaluation to your immediate supervisor. Schedule a meeting with the supervisor to discuss performance, to review the completed tasks, to establish new goals for the next year through March 2011, and to complete the final evaluation. Note: Input/support from department directors should be solicited prior to this meeting.
3. Once all signatures are on the evaluation, the original document should be sent to human resources to support any salary increase approved by the board of trustees to be effective July 1, 2010.

Employees will not receive a raise without an evaluation on file which indicates a full salary increase or continued employment, depending on employment classification.

To request copies of position descriptions for any supportive staff employees, e-mail Karen Devine at kdevine@kcc.edu. Include the names of those who should receive the description. Any changes suggested or needed on the descriptions should be noted and explained on the evaluation form.

Health Fair offers screenings and info

A Health Fair for all employees and students will be 8:30 to 11:30 a.m. Tuesday, March 30, in the First Floor Atrium area.

Now in its eighth year, the Health Fair will feature:

-- Free glucose and cholesterol screening for the first 40 KCC employees. Sign-up sheets are
available at the first-floor receptionist desk. Participants are asked not to eat or drink anything except water for six hours prior to the testing.

-- Health Careers students will be presenting information and handouts at booths in the Atrium Area. Topics will include health, safety, nutrition, substance abuse, prevention of diseases and many more.

-- Riverside Medical Center and Provena St. Mary's Hospital will have booths on health related issues.

-- Door prizes will be awarded through a free raffle. Items to be given include T-shirts from the Fitness Center, a three-hour credit course, a Hammes Bookstore gift certificate, and numerous other prizes and handouts.

### Opportunity for casual dress

There will be a denim day fundraiser for Relay for Life on Friday, April 2 to support the American Cancer Society.

For a minimum donation of $5, participants can wear jeans on Friday, April 2.

To participate, see Kristi Hendershott in the Accounting Office. Those who donate will receive a participation sticker.

### News and information

**AQIP Systems Appraisal Feedback Report is now available**

The Higher Learning Commission has provided KCC with feedback regarding our AQIP Systems Portfolio, which was submitted in November 2009.

The new Systems Appraisal Feedback Report from the HLC can be read here.

This report includes: an executive summary, a list of strategic issues that the HLC/AQIP identifies as opportunities for improvement (this time six strategic issues were identified on pages 6-7), and an assessment of KCC’s activities and programs organized by the nine AQIP categories.

"You should know that based on the review of our Systems Portfolio, our accreditation status remains strong," said Dr. John Avendano, president. "True to the AQIP philosophy, areas for improvement have been identified as well.

"In the coming weeks, I plan to engage the college in a conversation about this important report. Thank you for taking the time to read this report, and any others which relate to our accreditation."

To provide feedback about the report, contact Dr. Vicki Magee, ext. 8258 or vmagee@kcc.edu.
All of the college’s AQIP and accreditation reports, dating back a number of years, are available on the Office of Institutional Research Web page.

Artwork sought for Digital Grounds display

The Hammes' Café on the college’s first floor features the photography of KCC students and employees.

Employees are encouraged to submit works and to tell students about the opportunity to have their work on display.

Submissions are continuously accepted, but the deadline for consideration for the next group of photos is April 15. Selected works will be displayed for a minimum of one month.

Display and submission information:

- Works will be selected by the Hammes' Café Art Committee.
- Photos submitted must be either .bmp or .jpg format. They will be subject to editing as needed to produce an enlarged image.
- The photo should be taken at 4.0 or higher megapixels, or with minimum DPI (dots per inch) of 600.
- Submit work to pcarlson@kcc.edu or on a photo CD to Paul Carlson in Room W102. Submissions on CD will not be returned.
- Selected artwork will include the name of the artist who took the photo.
- There is an opportunity for pictures to be bid on and all profits will go to the KCC Foundation.

The display copy will be sold to the highest bidder and a copy of the enlarged picture will be given to the photographer. A release will need to be signed by the photographer.

For more information about the Hammes Café art display and artwork submission, contact Paul at ext. 8858 or e-mail pcarlson@kcc.edu.

United Way breaks local record

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

As unemployment in Kankakee County surpassed 16 percent, and need has never been greater, the community as a whole responded.

In the 68-year history of campaigns for United Way of Kankakee County, this year’s campaign closed with the highest total ever, $1,055,000, an increase of $102,000 from last year. The raffle for the 2010 Chevrolet Camaro netted $64,000; and 940 tickets were sold.
The car was won by Mary Cole of Bourbonnais.

KCC’s internal campaign exceeded its goal of $15,000 and increased its giving by 28 percent. Thanks to employee pledges, jeans days, penny wars, the 5K for the United Way, and the White Christmas concert--where half of the proceeds were donated to the campaign--KCC raised $16,821. We were the 13th top employer giver, compared to 16th last year.

KCC will have an even stronger presence in the local United Way this coming year, as Vicki Gardner was named the next board president. Adhering to Dr. Avandano’s/Vincent Tinto’s mantra, “No one rises to low expectations,” Vicki challenges all of us to raise $20,000 next year!

Thanks to all of you who have contributed. In bleak economic times such as the present, the demand for health and human services is greater than ever in our community. I am proud to know KCC did its part. Thanks for fulfilling the “Live United” theme.

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.

Thanks-a-Grams are available at http://www.kcc.edu/FacultyStaff/resources/Pages/default.aspx and in print in marketing and public information.

Recent 'Thanks-a-Grams':

To: Michelle Buikema
From: Kristi Hendershott
Thank you so much for backing me up with Accts. Payable while I was on vacation and sick. Without your help, it would have been very hard to have everything completed on time! You are an amazing asset to our department, and I appreciate all that you do to help me!
Thanks again!

To: Sarah Zirkle, Cathy Robinson, Susan LaMore, Chris Young and Todd Post
From: Barbara Arseneau and Michelle Driscoll
We want to thank Sarah, Cathy, Susan, Chris, and Todd for helping to make sure that students wanting to register the first day of on-campus registration were served as quickly as possible and were provided quality service at the same time. Students who are registering that day are typically stressed about being able to get a seat in the course and section they need and come an hour or more before the doors open in order to improve their likelihood of doing that. When they see the process running smoothly and students
being served efficiently, it relieves a good deal of that stress. These
Student Services staff members volunteered to help that day and did
an excellent job.

To: David Cagle
From: Vick Gardner
Thank you for all that you did for the United Way campaign this
year. From coordinating the 5K and jeans days, writing all
communication pieces, selling Camaro tickets, and generally tracking
the internal campaign, to serving on the United Way board and the
Public Relations committee, you wore many UW hats this year. You
put in a lot of time and effort, and helped raise the highest total in the
history of Kankakee County United Way!
For all you did, I thank you! You Rock!

Green Flash Sustainability Message
Submitted by Rich Schultz, coordinator of the Sustainability
Center, Sustainability and Planning

Let there be light!
Lighting accounts for about 20 percent of energy
use in the U.S. and about 15 percent of home
energy consumption. A typical household spends
about $110 per year on lighting. Much of this expense could be saved
through a switch to Compact Flourescent Light (CFL) bulbs from
incandescent bulbs. Ninety percent of energy from incandescent
bulbs is converted to heat and only 10 percent produces light.
The higher cost of CFL lights is recovered because they last much
longer and produce the same amount of light at lower wattage. For
example, a 23 watt CFL will match the light produced by a 100 watt
incandescent fixture, and should last eight times longer.
CFL lights work best in fixtures which are left on for longer periods
of time. Frequent switching on and off shortens their life span.
CFLs are cool to the touch because they operate at 100 F.
Halogen bulbs commonly used in floor lamps burn at 1000 F.
There are small amounts of mercury in CFLs. But, because power
plants are a major source of atmospheric mercury, using CFLs to
conserve energy actually reduces the release of mercury to the
environment.
CFLs do not release mercury when in use. The small amount they
contain is only released if the bulb is broken. Common sense cleanup
(scoop up the fragments and powder with a stiff sheet of paper or
cardboard, use sticky tape to get any remaining pieces and put in a
sealed plastic bag) avoids any exposure. Broken or used up CFLs
can be dropped off at Ace Hardware for recycling. For other disposal
locations, visit www.earth911.org.
Questions? Comments? Contact me at ext. 8243 or