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

New this week

Details on proposal for Friday summer closures

Submitted by Dr. John Avendano, president

Thanks to everyone who shared their thoughts and provided input on potential cost-savings for the college. Many individuals suggested adopting a four-day work week in the summer months both by input provided to me and at the Campus Bytes sessions held in February. The college is considering this request for this summer only and may take a recommendation to the Board of Trustees at the next meeting set for April 12, depending on the additional feedback we receive. Please read through this article, and e-mail your comments or suggestions to David Cagle at dcagle@kcc.edu before April 7, 2010.

Summer closure proposal

It's proposed that the college's main campus will be closed on Fridays and Saturdays, May 17 to July 26, except for Friday, June 4 and Saturdays, June 12 and July 17.

Memorial Day week, campus will be closed May 31 and open Tuesday through Friday, June 1 to 4. Events are previously scheduled for June 12 and 17.

The weeks of Memorial Day and the July 4 holiday observance, campus will be open four-days, and the remaining eight hour holidays fill out a 40-hour total for the week.

For business reasons, a few offices located off the main campus, such as the Fitness Center at the OAK Orthopedic Sports Arena and others, may remain open on Fridays.
When the campus is closed, employees will not be able to enter or use the facilities or equipment. This will create a significant savings. Each employee must account for exactly 40 hours per week, with no work day longer than 10 hours.

Work options include: (1) Work Monday through Thursday, 10 hours each day; or (2) work Monday through Thursday, a total of 32 to 39 hours, and account for the remaining hours to reach 40 by using vacation, comp time, and/or unpaid time off while keeping full-time benefits.

Procedural notes:
- Work schedule options can be altered week to week, if needed.
- To ensure proper payroll amounts, administrators will be required to complete time sheets and submit them to Human Resources each pay period during the summer months, because some may choose to work reduced hours at reduced pay.
- Supportive staff employees already complete time sheets, so no change is required in their documentation.
- Employees will meet with their supervisors to determine which options work best for the employee and the department.
- The business of the college must be maintained. Supervisors will coordinate staff hours and need to ensure continued operations.
- Supervisors may not be able to accommodate all requests for preferred work hours.

The college will consider other suggestions. New options can be proposed to your supervisor, who will forward them to Human Resources.

Please e-mail comments to David Cagle at dcagle@kcc.edu. Thank you in advance for your input and support in containing our costs.

Training for KCC employees offered

The office of Corporate and Continuing Education has created a training schedule for KCC employees which runs through early August.

View the schedule by visiting the faculty and staff page on KCC's Web site, and choosing the employee training icon. Or, go straight to the list, on the Corporate and Continuing Education site.

The first 45-minute course, What's It All About? Microsoft Word 2007, will be offered four times Monday, April 12. It is part of the "What's It All About" series, which offers information in 45 minute sessions, with four times to choose from. Other "What's it All About" topics are Microsoft Excel 2007, Microsoft PowerPoint 2007 and Microsoft Access 2007.

There also are eight-hour computer courses in Word 2007, Excel
2007 and Access 2007, offering half of one continuing education unit upon completion.


To enroll, contact Juli Gereg at ext. 8206. Approval may be needed, so please check with your supervisor prior to enrolling.

The training sessions are a result of the needs assessment that Corporate and Continuing Education conducted earlier this year.

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Here's a really easy way to help save $$$

Submitted by Rich Soderquist, director of facilities and campus safety

Turning off lights is one of the easiest ways there is to save money. Please turn them off.

Physical Plant Department and security staff are finding a lot of lights left on during the evening. Please turn off lights when you leave for the day. As soon as a department is closed for the day, the lights should be turned off.

Also, whenever a person leaves their work space empty, even for a short time, turn off the lights. It will not hurt the bulbs or light fixtures.

Physical Plant staff is in the process of adjusting and modifying lighting in public areas throughout campus. This process will provide a cost savings for the college, and still maintain comfortable light levels.

Please do not adjust lighting in any public and common areas, hallways and stairwells.

If you have questions or concerns regarding lighting in public areas, please contact me at rsoderquist@kcc.edu or ext. 8173.

Generally, lighting contributes between 60 percent and 65 percent of an electric bill. The electric bill at KCC is about 66 percent of our utility costs each year. Clearly, turning the lights off is a way to save on these costs.

Another way to save on electricity is to turn off computers when they are not in use for extended periods. You can also make a difference by turning off power strips when not in use. Some electronic devices use up to three quarters of full power on internal components when not turned on.

Thank you for helping. With your help, we can make a big dent in the utility costs.

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PPD needs office envelopes returned
The Physical Plant Department has requested that all employees check their supply of interoffice envelopes and turn in any extras. Everyone is encouraged to send as many interoffice envelopes as possible. Physical Plant employee Vicky Dubie notes that there is no money in the budget to purchase new envelopes. Fortunately, usable ones are in circulation, but not being used. Please send them back. Thank you for your assistance.

2 students win state art show awards

Two KCC students received merit awards at the recently completed Illinois Community College Exhibition at Governor State University.

   Candice James won for her ceramic work, "Tube Vase" (left).
   Alea N. Shea won for her oil on canvas, "Evidence of a Designer that Cares" (right).
   Juror for the event was Kathleen Scarboro.
   "We are very proud of our students," said Jean Janssen, art professor.
   Both works will be included in the KCC student art show, which will be on display April 13 to May 6 in the lower level of the Learning Resource Center.

Employees share satisfaction with the Office of Institutional Research

   Submitted by Dr. Vicki Magee, director of institutional research

   Last month, during a time when KCC employees were asked to complete several online surveys, the Office of Institutional Research (OIR) was pleased that 64 employees completed its online survey. Thank you to everyone who took the time to share how we can improve our processes and services.
   Your ideas help us continue to best meet your data and planning needs.
   The OIR staff is reviewing this information, and will finalize a plan to address each concern and suggestion. In May, we will share this plan in Update.
   For more information, contact me at ext. 8258.
   The following list shows selected areas for which 90 percent or more of responses indicated satisfaction or agreement. Click here to read the entire OIR Survey Report.

   Satisfied or very satisfied
WKCC wraps spring drive with 63 new members

Submitted by Mike Savage, director and general manager of WKCC

Thank you to everyone who helped out during WKCC’s Spring Membership Drive. This fundraising drive was a particular challenge as it closely followed WKCC’s first-ever membership campaign only three months ago. The station raised $5,200 and added 63 members. Although we did not meet our goal of 150 new members, I am still very pleased with the results of our hard work. Quite a few WKCC members renewed their support, making second and third contributions in some cases. This demonstrates a growing community base for this public radio service. As members join the station, they are invited to select their favorite program. The results to date are on the WKCC Web site.

Thank you to Kari Sargeant and Ellen Skelly in marketing for their support; radio staff members Bev Benge and Kyle Buente for their good work; Marcia Papineau and Rebecca Wilder for helping answer phones; and Laurel Soper for her guidance in developing and expanding the WKCC Web site.

Special thanks go out to Jay Pearce at Illinois Public Media for traveling the distance to help out a fellow public broadcaster; Robert Conrad, president of WCLV Cleveland for his ongoing support; KCC President John Avendano for his time and effort; and Heather Claborn, for putting in extra effort in this crazy process we call a pledge drive and her obvious enthusiasm for local public radio in our
Trivia Night events raised $4,800

Submitted by Kris Condon, sponsor of the KCC chapter, Lambda Epsilon Chi National Honor Society in Paralegal/Legal Assistant Studies

Our third Prairie State Family Trivia Night, Friday March 26, was a successful night.

We had eight teams play 10 rounds of trivia in categories ranging from sports to TV and movies to Disney and pop culture to the presidents.

We made about $1,675 for the evening, which includes a generous corporate donation from Best Buy. So, for all three events, we made about $4,800.

All proceeds benefit Prairie State Legal Services, the community's provider of low-cost legal services to low-income and senior citizen families. The LEX Honor Society Alumni, who sponsored this event, are proud of this effort to help Prairie State erase a $5,000 budget shortfall for this fiscal year.

Special thanks go out to marketing and media for their publicity and their work with AV setup, especially Kari Sargeant, Stephen Dockemeyer and Nathan Harrington. As always, our security team of Eric Springer, his crew of student assistants, and Don Hundley got everything looking great in the College Center. Sarah Zirkle and Auston Minnich and his FSI team kept everyone well-fed, from popcorn to chips and salsa and dollar menu items.

Our goal was to have a good time for a good cause, and I'm proud of our students' efforts. Thanks to everyone who participated and showed our guests why our middle name is "Community."

Get in on graduation issue

On May 10, Update will print a "Congratulations" section for employees and immediate family members graduating this spring.

If someone in your family is graduating this spring—from kindergarten, grade school, high school, KCC, another two-year college or a four-year school—let us know and we'll print it.

Please provide:
The graduate's name
The KCC employee's name
Relationship to KCC employee (son, daughter, mom, dad, spouse, etc.)
Events this week

Severe weather drills: 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.

Safe locations are on KCC's Web site at http://www.kcc.edu/community/collegenews/pages/severeweatherclosings.aspx

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. 8173.

Climate Policy webinar: 4/8

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 a university sustainability program and community college act.

For further information, contact Bert Jacobson at bjacobson@kcc.edu.
Ethics presentation: 4/15

KCC will host a free presentation on ethics Thursday, April 15 at 2 p.m. in the auditorium.

Andrew Corbus and Mike Stanfa from the Center for Ethical Leadership and Executive Development at Olivet Nazarene University will take a closer look at the question of whether or not the U.S. has become an unethical nation.

The public is invited.

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 is sponsored by KCC’s Rotaract Service Club.

Sustainability week: 4/19-4/23

Recycling and energy issues will be at the heart of KCC’s fourth annual Sustainability Week, April 19 to 23.

Sustainability Week at KCC coincides with the 40th annual Earth Day celebration on April 22. All activities are offered to the public at no cost. A complete agenda for KCC’s Sustainability Week activities is available at www.kcc.edu/sustainability.

For more information, phone Rich Schultz, coordinator of KCC’s sustainability center, at ext. 8243.

Ongoing battery recycling

KCC offers an ongoing recycling program for batteries. To utilize this service, deliver used batteries (from phones, cameras and other electronic gadgets) to the Physical Plant Department receiving area and they will be taken to Interstate Battery in Bradley for recycling.

Kids art and auction: 4/16

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!
Volunteers needed

Rebuilding together: 4/24

People of all skills levels 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. The event is a community-wide home rehabilitation project.

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.

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

Candle raffle raises funds for Rebuilding Together

A candle raffle to benefit the Rebuilding Together effort is now underway.

The candle is 10 inches tall, has a holiday color scheme and design, and has a retail value of $45.

Tickets are $1 each and are available through April 22 at the First Floor Receptionist Desk.

Because the candle was donated, all money raised will go toward the 2010 Rebuilding Together project.

The drawing will be on Friday, April 23 and the winner will be notified by phone.

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News and information

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-Gram':

To: Monica Quinlan
From: Paul Carlson

Thanks so much for the incredible turn around on my data request, even though I forgot to attach the data request form to the e-mail.
What a GREAT JOB in getting me my data on such short notice! You
and all of your fellow employees/team members in Institutional Effectiveness ROCK!!

Green Flash Sustainability Message

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

Energy to move people and goods from one place to another on planes, trains, automobiles and trucks accounts for 27 percent of U.S. energy consumption.

The gas shortages of the 1970s didn't change our driving habits much, but that era was the beginning of the trend to produce smaller, lighter and more fuel efficient cars. With these changes came a 30 percent improvement in average gas mileage for our cars.

While we get more miles per gallon when we drive, we drive more now than ever. In 1973 there were 102 million cars. Now, there are 150 million. Passenger vehicles consume two thirds of the fuel used for transportation. Commercial vehicles such as trains, trucks, buses, and planes account for the rest.

Trucks use more fuel than any other commercial vehicle, at about 7 miles per gallon (it was 4.8 mpg 30 years ago).

Trains have become lighter and stronger. Newer engines are more efficient, showing a 60 percent improvement over the past 30 years. Most freight is moved between cities by rail.

Planes today average 50 mpg, and some are as "high" as 63 mpg. Still, fuel is a major operating cost for airlines. As many as a billion passengers are expected travel by air in 2010.

Mass transit, including buses, subways and light rail, is an important way to use energy more efficiently. In 2008, there were about 8 billion trips made using public transit. Unfortunately, this is less than in 1970! Most mass transit systems were designed to move people around within the city or from the suburbs into the city, not between suburbs.

(source: the Need Project, 2008)

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