Summer facility hours details

Summer facility hours

Facility hours during the summer will be from 6:30 a.m. to 10 p.m. Monday through Thursday. The college’s main campus will be closed on Fridays and Saturdays, May 21 to July 31.

Exceptions

Exceptions include Friday, June 4 and Saturdays, June 12 and July 17, which have previously scheduled events.

There are two weeks with holidays, Memorial Day on May 31 and the Independence Day observance on July 2. Regarding work schedules, during those weeks, full-time employees will need to account for 32 work hours, four days of eight hours each, instead of 40. The college will be closed Monday, May 31 and will be open Tuesday, June 1 through Friday, June 4. It will also be closed July 2.

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.

Work schedules

Each full-time employee must account for exactly 40 hours per week, with no work day longer than 10 hours without approval from the vice president for business affairs and human resources. Please remember that a 30 minute break is required. The workday should begin no earlier than 6:30 a.m. Please work with you supervisor to determine which options work best for yourself and the department.
Work options include:
(1) Work Monday through Thursday, 10 hours each day
(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.
- Because some administrators may choose to work reduced hours at reduced pay, administrators will be required to complete individual time sheets to ensure proper payroll amounts. They are found at O:\Share\KCC\Human Resources. The file name is Administrator Time Sheet. Have them signed by your immediate supervisor, and submit them to Human Resources each pay period during the summer months.
- Supportive staff employees already complete time sheets, so no change is required in their documentation.
- 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.

For more information, or for questions, please contact David Cagle at ext. 8128.

Changes to summer grade submission dates and refund/withdrawal dates

Grade submission dates

Due to the changes to the summer calendar, faculty members who teach on Thursdays during the summer term have until noon the following Monday to submit grades.

All other faculty members’ grades will be due by noon on Thursday as directed by the new calendar dates.

Refund and withdrawal dates

Since KCC will be closed on Fridays during summer term, students whose registration statement showed a refund date or withdrawal date on a Friday will be notified that the revised date will now be the following Monday.

Board notes

The following items are highlighted from the Board of Trustees agenda:

Revised summer hours
The Board approved the recommendation to close the college on Fridays and Saturdays in the summer from May 21 to July 31. More information about work schedule options are in the article "Summer facility hours details."

**Resolution honoring the women's basketball team**

The Board honored the women's basketball players, coaches and trainer with a resolution for their accomplishments during the 2009-10 season. The team advanced to the Division II NJCAA National Championship Tournament for the 17th time in the last 21 years, placing fourth in the nation.

**Resolutions honoring retirees**

The Board approved resolutions honoring Cyndy Clapp, Michael Mahoney, Nancy Shelley, James Wanner and Nick Watson, who are retiring from full-time positions. Cyndy is a nursing professor in the Health Careers division and has worked at KCC since 1995. Mike is an English professor in the Humanities and Social Sciences division; he has worked at KCC since 1978. Nancy is a specialist I in the bookstore; she has worked at KCC since 2000. Jim is a biology professor in the Math, Science and Engineering division; he has worked at KCC since 1990. Nick is a mathematics professor in the Math, Science and Engineering division; he has worked at KCC since 1981. Together, they have 106 years of service to the college.

**Professor emeriti**

The Board awarded the title professor emeritus to Cyndy Clapp and Nick Watson beginning with the 2010-11 academic year. A committee selected the recipients and noted that Cyndy (pictured on the left) exemplifies the definition of a nurse educator, is willing to put in extra time to ensure the success of her students and has devoted her entire career to nursing education. They noted that Nick (pictured on the right) has earned the respect of students and staff, served as a mentor to several new faculty, and has been instrumental in shaping the mathematics curriculum at the college. The title of professor emeritus is bestowed for life and offers an added monetary incentive to the adjunct pay rate for the first six hours of teaching each semester for three years.

**Resolution honoring student trustee**

The Board approved a resolution honoring Kristin McCarty, who will complete her term as the student representative to the Board of Trustees in May. In addition being the student board representative, Kristin was a member of the Student Advisory Council and served as
New student trustee

Tyler Fuller of Kankakee was named as the student representative to the Board of Trustees for 2010-11. He is a full-time student pursuing a business transfer degree. Fuller also is active in Student Advisory Council and is a member of the Rotaract Service Club and Phi Theta Kappa. He plans to transfer to Illinois State University.

Grants and bids

The Board approved a recommendation to accept the following grant awards:

- Environmental Protection Agency Project Grant, $145,965; to provide water wellhouse/water system improvements in the Village of Hopkins Park.
- Illinois Community College Board Local Foods Program Grant, $44,700; to establish the KCC Local Foods Incubator in partnership with local and regional food industries/farmers.

Requests to bid a coffee cart operator, an additional parking lot and Advanced Technology Education Center construction were approved.

Bids were awarded for heating, ventilation and air conditioning renovations in the Phase I building, which includes the three-story main building west of the atrium to the Arts and Sciences building. Renovations will begin later this spring. Additional information will be provided in Update.

41st annual commencement: 5/15

Kankakee native Ted Petersen, a member of two Super Bowl championship teams while playing for the Pittsburgh Steelers, will be the speaker for KCC’s 41st annual commencement ceremony.

More than 400 persons will graduate in the ceremony at 10 a.m. Saturday, May 15 in the George H. Ryan gymnasium in the Activities Building.

"I have learned over the years that 'success' is a journey," Ted said. "We need to begin that journey with the end in mind, and we need to understand that success does not necessarily mean significance!"

Now athletic director at KCC, Ted is a graduate of Momence High School and earned a bachelor's degree from Eastern Illinois University in Charleston. He embarked on a nine-year career in the NFL after being drafted in the fourth round in 1977. An offensive lineman, it was as a player for the Pittsburgh Steelers that Ted became a Super Bowl champion in both 1979 and 1980. Ted also played one season each for the Cleveland Browns and Indianapolis Colts.
He moved back to the Kankakee area in 2008 to accept the position of athletic director at KCC.
A reception will follow the ceremony in the KCC College Center.

To order supplies, use Central Supplies

KCC's Central Supplies, a subsidiary of the bookstore, is the source for supplies from E to Z--erasers to Zippy knives.
"Be sure to check with the bookstore regarding any purchases first before going to an outside vendor," said Jill Christy, the bookstore manager. "We are willing to search out the best possible price for you and order those items through the Central Supply process. This procedure eliminates much of the paperwork for the person making the request."

The Central Supply list is available at O:\Share\KCC\Central Supply.
Large quantities should also be ordered through the bookstore, Jill said, but two weeks notice is requested.
"Due to space limitations, we are not able to carry more than two dozen of some items at a time, and time is needed to replenish the inventory when larger orders are placed that deplete our supply."
If you have any questions regarding the process, please call Jill at ext. 8592.

Web re-design now includes faculty/staff page

Rebranding of KCC's Web site continues to move forward with the completion of the Faculty and Staff area.
Navigation has been improved and new graphic elements and images have been added. Look for a new Learning Resource Center/library site in early May, and a redesigned KCC home page by mid- to late-May.
Rebranding for the remainder of the site will be completed during the summer. Any questions or comments can be directed to Roger Ehmke, rehmke@kcc.edu, or Laurel Soper, lsoper@kcc.edu.

Ambassador applications are available

For up to 10 students, it pays to be a KCC ambassador.
Part scholarship opportunity, part leadership development program, the Student Ambassador Program is offered through the KCC Foundation to both new and returning students. The program is designed to help students build skills that will enable them to leave KCC a stronger leader, and a
young professional who is better prepared for the expectations of today's workforce.

"The program is designed to provide student ambassadors with enriching opportunities to explore, expand and excel socially and professionally," said Rebecca Wilder, coordinator of scholarships and annual giving. "Ambassadors have the opportunity to build project management and communication skills, to network, and to learn accountability and professional integrity."

KCC ambassadors assist college staff with open houses, tours, graduation and other college-related activities. They contribute toward planning for select KCC Foundation and alumni events, attend workshops focused on various professional development topics and interact with KCC Board members and community leaders.

To be eligible, students must have a KCC cumulative GPA of 2.5 or higher. The program is for full- or part-time students. Applications are available online at www.kcc.edu/foundation, or from KCC's Foundation office. Application deadline is May 21, 2010.

For more information, contact Becky at rwilder@kcc.edu or ext. 8251.

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Basketball league is revived and accepting members

Summer League Basketball will return to KCC on Fridays beginning May 28.

Games will be held each Friday between May 28 and July 30 (no games July 2) at KCC's Ryan Gymnasium. Participants in the summer league will play in one game per week, with possible game times of 6 p.m., 7 p.m., 8 p.m. and 9 p.m.

The cost to participate is $50 per player. The league will have a maximum of 40 players, with eight players per team. To participate, players must be 18 years of age or older.

To sign up, phone ext. 8563 and ask to sign up for summer basketball. Registration deadline is May 18.

For league information, call Joseph Lightfoot, KCC head basketball coach, at ext. 8563.

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Events this week

National Medical Laboratory Professionals Week: 4/18-4/24

KCC Medical Laboratory Technology Students and lab professionals are celebrating National Medical Laboratory Professionals Week this
year with the theme of "Laboratory Professionals Get Results."

"Working behind the scenes, these healthcare team members play a vital part in providing timely and accurate test results for medical diagnoses and treatment decisions," said Glenda Forneris, director of KCC's MLT program. "The results contribute to 70 percent of a patient's medical record information."

KCC's MLT students and faculty are celebrating the week with a display in the atrium area on Tuesday, April 20 from 9 a.m. to 2 p.m. They will have posters, games, and drawings for prizes.

Faculty and staff are invited to attend and to encourage students to visit the displays.

**Volunteer fair: 4/19**

Area organizations will share volunteer opportunities at a Volunteer Recruitment Fair **Monday, April 19** from 2 to 6 p.m. in the Workforce Development Center.

The free event is open to the public. It will feature volunteer opportunities related to a number of interests.

For more information, e-mail Juli Gereg at jgereg@kcc.edu or call Juli at ext. 8206. KCC's Corporate and Continuing Education office is organizing the event.

**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**.

All week, there will be a recycling drive to collect batteries and cell phones.

The events and discussions Wednesday and Thursday will focus on recycling and energy issues.

On **Wednesday, April 21**, the movie "Food, Inc." will be shown twice, at 11:30 a.m. in the Iroquois Room and at 7 p.m. in the Workforce Development Center Conference Hall. Light refreshments will be served.

On **Thursday, April 22**, a video, "The Story of Stuff," will be shown from 11:30 a.m. to noon in the Iroquois Room.

On **Thursday, April 22**, KCC will host the Second Annual "Sustainability Expo" from noon to 6 p.m., in the Atrium area. The event will feature more than 40 exhibitors.

Sustainability Week at KCC coincides with the 40th annual Earth Day celebration on April 22. A complete agenda for KCC's Sustainability Week activities is available at [www.kcc.edu/sustainability](http://www.kcc.edu/sustainability)
The events have no admission charge and are open to the public. For more information, phone Rich Schultz, coordinator of KCC's sustainability center, at ext. 8243.

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**Red Cross Blood Drive: 4/21**

KCC is sponsoring a Red Cross Blood Drive on **Wednesday, April 21** in the Cavalier Room.

"Please stop by the front reception desk and make an appointment for this life-saving event," said Sarah Zirkle, coordinator of student life and sports information. "The blood bank is in serious need of donors, especially those with O-negative type blood."

The drive starts at 9:30 a.m. and the last appointment will be at 1 p.m.

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

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**Business and HR info: 4/21**

The Business Affairs & Human Resources Office is offering information sessions for all KCC employees.

The next session will be Wednesday, April 21, from 10 a.m. to noon in Room D214. This session will include information from four areas.

- **Angela Kunce** will discuss the ins and outs 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 supplies ordering process.

These informational sessions will be repeated again in future months.

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'**Micro-Loans, Macro-Gains' presentation: 4/22**

A free presentation, "Micro-Loans, Macro-Gains: Exploring Microfinance" will be at noon **Thursday, April 22** in Room D140, the Workforce Development Center Conference Hall.

The public is invited and a discussion will follow the presentation.

The event will feature a video on microloans recorded in September 2009. The presenter, Jessica Jackley, is the co-founder of a peer-to-peer micro-loan Web site, Kiva.org, which connects users who can make small loans--as little as $25--directly to entrepreneurs in the developing world. To date, 300,000 users of the non-profit Web
site have loaned $67 million to more than 40,000 people in the Third World.

The video is being presented by KCC's chapter of Phi Theta Kappa, the international honor society for community college students. According to the national Phi Theta Kappa Web site, Jackley shares how the Internet can facilitate positive connections between lenders and entrepreneurs in the developing world.

"She is considered one of the most articulate and forceful speakers on microfinance and social entrepreneurship in the world today," according to the site.

For more information, contact Scott Kistler, Phi Theta Kappa advisor, at skistler@kcc.edu or ext. 8706.

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**Lunch webinar offers legal primer: 4/22**

A webinar, "Legal Primer for New Academic Administrators," will be shown from noon to 1:30 p.m. on Thursday, April 22 in Room L341, the Teaching and Learning Center.


According to this page, topics will include:

- Legal basics that apply to college administration,
- Title IX implications,
- Employee discipline and termination,
- Academic freedom and the First Amendment,
- Sexual misconduct law and expectations,
- Recommended policy review practices,
- Syllabi review recommendations,
- Appropriate complaint response,
- Preventive law techniques,
- The court system's increasing willingness to review internal policies and practices, and
- Evolving management and disciplinary procedures for a new generation.

All KCC employees are welcome to attend!

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**Jeans Day to support Arthritis Foundation: 4/23**

The Kankakee Arthritis Foundation will host its annual walk on Saturday, April 24 at KCC.

The event starts in the College Center at 8:30 a.m. and ends at 11 a.m.

All employees are invited to participate in the walk and to support the event by making a minimum donation of $5 to wear jeans on Friday, April 23.

The Arthritis Walk® is the Arthritis Foundation's annual nationwide signature event to raise funds and awareness to fight arthritis, the
nation's most common cause of disability.

To be part of the Jeans Day, see Deb Denson in Room D113 to make a donation and receive a participation sticker.

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**Rebuilding together: 4/24**

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.

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/

**Raffle deadline: 4/22**

A raffle with five prizes to benefit the Rebuilding Together effort is underway.

Raffle prizes are: a gift card to Aurelio's Pizza for one free small pizza; a round of golf for two, with a cart and bucket of range balls at the Manteno golf club (two will be awarded); a round of golf at Shamrock Golf Club in Kankakee; and a 10 inch holiday candle.

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

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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**District Literacy Celebration: 4/24**

Kankakee School District #111 and the ALIVE literacy program are presenting a District Literacy Celebration from 10 a.m. to noon on Saturday, April 24 at the Education and Employment Center, 202 N. Schuyler Ave. in Kankakee.

Community members and their children are encouraged to attend. The event is free.

The event will include entertainment such as songs, authors, book readings and poetry readings. Each student in attendance will receive a free "Literacy Bag" with two free books, coupons, summer ideas and more!

A number of raffle prizes will be awarded, too. Local contributors to the raffle include Marycrest Lanes; YMCA; Target; Bed, Bath & Beyond; the city of Kankakee; The Daily Journal; Tools for Schools; Aurelio's Pizza; Coyote Canyon; Exploration Station; the Kankakee Public Library; and others. An iPod Shuffle also will be included.
News and information

Con'grad'ulations section in three weeks

In three weeks, Update will print a section for employees and immediate family members to congratulate this spring's graduates.

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

Please provide: The graduate's name, the KCC employee’s name, the relationship to the KCC employee (son, daughter, mom, dad, spouse, etc.), school he/she is graduating from, age and the degree being conferred (if applicable).

Example: Charlene Johnson is graduating from Anytown High School. She is the daughter of Charles Johnson, a receptionist in Student Services.

Please send in graduate information by May 4 through campus mail to Ellen Skelly in the marketing and public information office or e-mail eskelly@kcc.edu.

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: Harold Dotson
From: Gary Sien
Welcome Back! You started at KCC w/us in the athletics department and now you're w/us again. Thank you for your hard work in our department and the fitness center, we see a great difference in our area! I especially appreciate all the "little" things you do such as wiping down the entire door from top to bottom that leads to the parking lot!

To: Physical Plant, housekeeping
From: Donna Smith
I've noticed the additional physical plant people on the 3rd floor mid-morning and mid-afternoon. The mini-service during the day plus the overnight service have helped keep the bathrooms stocked and clean. Thanks for making the change!

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

E-Waste Recycling: What's E-Waste and what harm can it do?
"E-Waste" is a shorter version of the term electronic waste, which refers to electronic gadgets for entertainment, communication, data manipulation and information storage. It includes phones, video games, DVD players, and especially computer systems because they are replaced frequently. The amount of this material has increased significantly from year to year and proper handling and disposal of it has become a serious problem.

Besides sheer volume in the waste stream, there are hazardous materials contained in them which cause environmental problems. These materials include lead and arsenic, in cathode ray tubes and solder; selenium, in circuit boards; polybrominated flame retardants, in plastic casings, cables, circuit boards; cadmium, in circuit boards and semiconductors; chromium and cobalt, in steel for corrosion protection and magnetivity; and mercury, in switches and housing.

So, please use your equipment as long as you can, pass it on to someone else to use when you're done with it, and recycle it when its worn out!

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

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