New this week

GED graduation

All staff members, and the community, are invited to GED graduation on Thursday, June 17 in the Auditorium.

More than 100 people have earned their high school equivalency through KCC in the past year. The program begins at 6 p.m. A reception will follow in the Iroquois Room.

Budget transfer deadline

The Business Office reminds all staff that budget transfers for grants that end June 30 and all non-grant funds for FY 2010 must be received in the Business Office by the end of the day June 17.

For more information, call Brenda Dressler at ext. 8135.

FY 2010 absence forms requested

Leave plan summary also is at KCConnect

Human Resources is in the process of closing out FY 2010 and could use the help of each employee.

"If you haven't already done so, please submit any and all absence forms for the current fiscal year as soon as possible," said David Cagle, director of human resources. "This will enable us to rollover accurate balances for FY11. Thank you in advance for your cooperation."
Also, full-time employees can review their leave plan summary through KCConnect. To review the information, go to http://connect.kcc.edu, click "Log in," enter your KCC network username and password, choose "employees," and click "Leave Plans & Dental/Optical."

To receive a copy of the day-to-day recorded use of fringe benefits, including dates of absence, e-mail or phone Janet Fager at ext. 8124.

Watch comp time totals

All support staff members and their supervisors are reminded that comp time totals are limited to balances of 40 total hours on July 1 each year. Note: The 40 hour total converts to 60 hours—or 3,600 minutes—when the time-and-a-half rate is applied and posted on KCConnect.

Anyone with questions on the policy can contact David Cagle at ext. 8128.

Tutor program welcomes new volunteers

The KCC ALIVE Adult Literacy program offers tutor training for new volunteers.

ALIVE volunteers assist adults with learning how to read or improving their basic skills in reading, writing, math and English.

Once trained, volunteers meet with their students at locations convenient to both parties—such as local libraries, churches or community centers. The time commitment is about two hours per week.

Training is available through a computer-based online course taken at the convenience of the prospective tutor.

The ALIVE program serves adults in Kankakee and Iroquois counties. It is supported by the Secretary of State Literacy Office and United Way of Kankakee County.

For program information or training registration, contact Shannan Carrell in the KCC-ALIVE office at ext. 8307 or e-mail scarrell@kcc.edu.

Donated tree takes root on West Campus

Schneider Electric, a "global specialist in energy management," offered to provide and plant a tree to mark the 40th annual Earth Day celebration, April 22.

Scott Stewart, coordinator of agriculture and horticulture programs, and Rich Schultz, coordinator of the Sustainability Center, sustainability & planning, arranged...
for the donation. Scott chose the tree to plant, a Red Bud. It was planted on West Campus near the Horticulture Building on May 26.

"A Red Bud was selected as this species is 'native' to this area, fits well with the 'Sustainable Landscape' master plan and--as anyone who has seen one can tell you--they are very beautiful trees," Rich said.

Thank you Schneider Electric!

At left, Scott Stewart with Ty Miller of Schneider Electric, after planting the Red Bud tree.

At right, the new Red Bud tree.

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**Upcoming events**

**Day of spectacular events planned for July 4**

The great family tradition of music and fireworks will once again fill the air on July 4 at KCC.

Gates will open at 3 p.m., and the Kankakee Valley Youth Symphony will play at 5:30 p.m. Opening ceremonies to honor veterans will follow the first concert. After the formal opening, the Kankakee Valley Symphony Orchestra will play. The evening will end with a spectacular fireworks show. In the case of inclement weather, the concerts will be indoors. Food concessions will be available starting at 4 p.m. Games and activities for kids will be from 3 to 6:30 p.m.

Admission is $15 a carload.

KCC's grounds are handicapped accessible and picnicking is permitted. Concertgoers should bring chairs and blankets; no seating is provided. Ample indoor restrooms are available. There will be designated areas for small tents and mini grills. Personal fireworks, including sparklers, are not permitted.

For more information, contact Sarah Zirkle at KCC, ext. 8628 or e-mail smcintosh-zirkle@kcc.edu.

Proceeds from concessions and admissions will benefit the symphony and youth symphony. This year's concerts are underwritten by Riverside Medical Center. The fireworks show is sponsored by the city of Kankakee.

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**United Way concert kicks off campaign**
The United Way of Kankakee County will kick off its 2010-11 Campaign at Hidden Cove Sportsplex in Bourbonnais at 6 p.m. Sunday, July 18 with a Montgomery Gentry concert!

Everyone is invited to this concert, planned to be the largest event in the 69 year history of United Way of Kankakee County.

To purchase tickets, visit www.myunitedway.org.

"Not only will this be a great concert, and you won't have to travel outside of the area to see this county music superstar, it will be a great way to kick off the new campaign," said David Cagle, who serves on the local United Way board, and is campaign co-chair at KCC. "Only 2,700 tickets will be sold, so get yours today."

Ticket prices vary from $25 to $100.

For more information, contact David or Vicki Gardner, who also serves on the local United Way board.

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**News and information**

**Note the fiscal year on requisitions**

Submitted by Heather Dillander, director of financial affairs

When creating purchase order requisitions, please note on the requisition which fiscal year is to be charged for items or services being purchased.

As a reminder, items/services to be charged to fiscal year 2010 must physically be received no later than 4:30 p.m. on June 30. Items/services received after this time will be charged to fiscal year 2011.

If you have any questions, please contact Heather Dillander at ext. 8142.

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**Bookstore/supply center information**

Temporarily closing: end of June

The KCC Hammes Bookstore, and Central Supplies--a subsidiary of the KCC Bookstore--will be closed June 28 through July 1 for inventory.

Therefore, June 23 will be the last day to receive central supply items to be deducted from this fiscal year’s budgets.
Any questions about these temporary closings can be taken to Jill Christy at ext. 8592.

Summer hours

The KCC Hammes Bookstore summer hours, until July 23, are Monday through Thursday, 8:30 a.m. - 6 p.m.; closed on Fridays.
The week of summer book buyback, July 26 through July 29, the bookstore will be open 8:30 a.m. - 7 p.m.
Regular hours resume Monday, Aug. 2.

Mailer going out

At the end of this month, the office of marketing and public information will send the Fall 2010 mailer to the printer to arrive on campus by July 17.
In order to assure the accuracy of the contents of the course listings, all faculty and division chairs are invited to look over the pages. This is a chance to check for accuracy of class times, dates, locations, titles, etc. but not to alter what is being offered or to add or delete sections.
Anyone who would like to make this final check can visit Sharon Hoogstraat's desk, 9 a.m. - noon on June 16 and 1-3 p.m. June 17. If that time frame does not work, call Sharon at ext. 8509 to set up a time.

Update vacation

There will be no Update the week of June 21.
Events still will be posted at http://r25.kcc.edu.

Green flash sustainability message

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

KCC is dealing with e-waste and helping schools!

Handling the volume of electronic waste (e-waste) and its proper disposal have become important sustainability challenges.
For damaged or obsolete e-waste, proper handling and recycling is the best way to avoid the release of the heavy metals and other toxins contained in monitors, CPUs, and other electronic equipment. Much of the e-waste generated at KCC is suitable for continued use by others.
KCC has been successful in disposing of its unwanted computers and other equipment by turning it over to recycling providers or World Computer Exchange, a not-for-profit organization which provides working systems for schools in developing countries. Recipients are identified through the company’s association with the Peace Corps and similar organizations.

KCC’s e-waste comes from the main campus, the Lisieux Pastoral Center, and the Education and Employment Center.

During fiscal year 2008, about 5,502 pound of e-waste was recycled, in fiscal year 2009, about 3,445 pounds were recycled and 3,639 pounds were sent as part of a shipment to a school in Dakar, Senegal in Africa.

As of June 7, there have been 12,804 pounds of e-waste. World Computer Exchange has accepted 6,115 pounds of items, which will be part of a shipment to schools in Piedras Negras, Mexico.

KCC is in good company with its donation of computer systems. Other supporters of World Computer Exchange include Walgreens, Lewis University, the University of Chicago, the Chicago History Museum, Healthcare Alternative Systems, Our Lady of Loretto, the Youth Technology Corps., Flexible Benefit Services and others.

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