Computer training for all staff will be offered during inservice

Corporate and Continuing Education will offer a series of computer workshops during faculty inservice week, Aug. 16 to 20, which will be open to staff.

For dates, times and more information, visit www.kcctrainingsolutions.org and click the "Employee Training" link, or go to http://www.kcc.edu/coned/Pages/kccemployeetraining.aspx.

Topics for inservice include:
- PowerPoint Baker's Dozen Tips and Tricks
- Saving Microsoft Office 2007 Documents as PDF Files
- Using Camtasia to Record Simple Video Productions
- Microsoft Office Certification: What's In It for You?

Sign up by contacting Juli Gereg at ext. 8206 or jgereg@kcc.edu. In early August, additional training sessions will be announced for courses offered through December.

The schedule will include:
- Microsoft Office Certification Series (in both Word and Excel)
- Microsoft Publisher
- Microsoft Excel Formulas and Functions
- Microsoft Excel Charts and Graphs
- Creating and Formatting Tables in Microsoft Word
- Mail Merge Using Microsoft Word

We hope to see you in class!
Recap of spring/summer computer training
Final upgrades to be completed by 7/30

Beginning last April, Corporate & Continuing Education partnered with Information Technology Services to provide training for staff, which occurred while many of the employees' PCs were upgraded from Office 2003 to Office 2007.

Between full-day training classes, workshops, and "What's it all about?" classes, nearly 75 employees have been trained on new features and ways to work smarter, not harder! Upgrade classes were offered for nearly two months toward the end of spring and into the early summer.

Thanks to all who participated in the training!

All PCs not yet upgraded will have Office 2007 installed by July 30, 2010. Beginning with the fall semester, the entire campus will be running Microsoft Office 2007.

Nursing pinning

All staff members are invited to the Practical Nursing program Pinning Ceremony on Tuesday, July 13 at 7 p.m. in the Auditorium.

Almost 50 students will graduate from the program this year.

Local newscasts start on WKCC 91.1 FM

Public Radio Station WKCC 91.1 FM will broadcast daily local newscasts beginning Aug. 9.

Local news will be aired at the top of each hour following NPR news during "The Takeaway" at 6 a.m., 7 a.m. and 8 a.m.; and during "The World" and "BBC World Service" at 3 p.m., 5 p.m. and 6 p.m.

Heather Claborn is the reporter for WKCC. She moved to the Kankakee area in 2007 and began working for WKCC in November 2009.

Claborn has nine years of radio experience, and she has earned awards from the Society of Professional Journalists and Associated Press for stories on community issues, including public housing, education and juvenile justice. For WKCC, Claborn's feature stories have covered topics such as reaction to the H1N1 virus outbreak, local impact of state budget cuts, and local events such as the Bourbonnais Friendship Festival and the Kankakee farmer's market.

"We look forward to providing Kankakee area residents with additional public radio local and state news of interest," said WKCC
general manager Mike Savage.
WKCC also accepts news tips at wkcc@kcc.edu.
WKCC 91.1 FM is a non-commercial radio station which relies on local business underwriting and listener contributions. The station is licensed to KCC and can be heard throughout Kankakee County and in portions of Will, Grundy, Livingston, Ford, and Iroquois counties in Illinois and Newton and Lake counties in Indiana.

Athletes earn national academic recognition

The NJCAA has recognized two of KCC's student athletes and the entire KCC women's basketball team for academic achievement.

Aimee Poskin of the women's softball team and Jordan Price of the women's basketball team were named to the NJCAA Academic All-American team. Poskin had a 3.72 GPA at KCC. She is a 2010 KCC graduate and completed an Associate in Arts transfer degree. She will attend the University of Illinois and major in biology. Poskin is the daughter of Gene and Janice Poskin of Ashkum.

Price had a 3.68 GPA at KCC, and also graduated in 2010. She earned an Associate in Arts transfer degree from KCC, and will attend Indiana University-Purdue University Indianapolis and major in nursing. Price is from Greenwood, Ind. and is the daughter of Todd Price and Tiffany Moline.

The KCC women's basketball team, with a team GPA of 3.15, exceeded the NJCAA All-Academic Team minimum grade point average requirement of 3.0. The Lady Cavaliers also have a graduation rate of 97.3 percent for transfer degrees.

Recycling reminders

Shredded paper can be recycled
Please remember that shredded paper can be included in KCC's recycled paper program.
After a bag of shredded paper is full, tie it off and leave it in the room with the shredder. Physical Plant staff will pick up the bag for recycling. Or, you may bring the bag(s) to Physical Plant Department.

**Keep cardboard separate**

If you are recycling cardboard, please keep it separate from paper. Just set the cardboard to the side of the recycle bin/barrel with a small note to please recycle. Or, call the Physical Plant department at ext. 8174 to request pick up.

**Share knowledge by joining speaker's bureau**

KCC's Speakers Bureau is a way to reach out to community organizations and raise college awareness.
Since January 2007, a number of college employees and stakeholders have offered their services to local organizations as speakers.
"The speakers bureau is a valuable way to communicate with our constituents and a clever way to present information about our programs," said Kari Sargeant, director of marketing and public relations. "Presenters can participate based on their availability, and it's intended that they will select their own topics. Marketing can provide visual aids with general college information, but the presenters' expertise will be the focus of the presentation."
A list of more information about the speaker's bureau, as well as a current list of speakers and their topics is at [http://www.kcc.edu/Community/resources/Pages/speakers.aspx](http://www.kcc.edu/Community/resources/Pages/speakers.aspx).
To learn more about participating in the speakers bureau, contact Liz Becvar at ext. 8253 or ebecvar@kcc.edu with your presentation topic or title and availability.

**Thanks to those who attended UI web demos**

Submitted by Rick Elliott, coordinator of administrative information systems

Thank you to all who attended the UI web demo sessions. Copies of the PowerPoint presentation and the UI web user guide are at O:\Share\KCC\ITS Documentation.
The PowerPoint presentation is named "Datatel Colleague Web UI" and the user guide is named "Guide To User Interfaces - 20100205.pdf."
Please note that while the Information Technology Services department will not remove access to your current UI desktop client, it is no longer supported by Datatel. In the future, it will cease to
function. At that time, ITS will remove access to the UI desktop client.
The sooner you are familiar with UI web the better off you will be.
The site, http://collive.kcc.edu will be available after 8 a.m. July 12.

Events this week

Volunteers needed; choose a date: 7/14, 7/15, 7/17 or 7/18

Volunteers are needed to staff KCC's booth at the Iroquois County Fair.
"This is a family-oriented rural county fair that has a fun and relaxing atmosphere," said Lauri Zumwalt. "Our booth is inside the commercial building where things are cleaner and a little cooler."
Workers are needed at the following times:
**Wednesday, July 14:** 4-6 p.m., 6-8 p.m.
**Thursday, July 15:** 11 a.m. - 2 p.m., 5-8 p.m.
**Saturday, July 17:** 11 a.m. - 2 p.m., 2-5 p.m., 5-8 p.m.
**Sunday, July 18:** noon - 4 p.m.
The booth will offer information about KCC and the Iroquois County Satellite Center.
Here's some additional information: To volunteer during regular work hours, supervisor approval is required. Supervisors are encouraged to support volunteers as long as it is not detrimental to college operations. Include time as regular time worked on your time sheet. Note that any time spent outside the normal workweek is on a voluntary basis only; comp time will not apply. Volunteers will be reimbursed for mileage at the standard college-approved rate and will be provided a free pass for entry into the fair.
To volunteer, contact Michelle Driscoll at ext. 8524 or e-mail mdriscoll@kcc.edu and include "Iroquois Fair" in the subject line.

Gentry United Way benefit concert: 7/18

A concert featuring country music singer Montgomery Gentry will be at the center of the 2010-11 campaign kick-off for United Way of Kankakee County.
The concert will be 6 p.m. Sunday, July 18 at Hidden Cove Sportsplex, 70 Ken Hayes Drive, Bourbonnais.
"We still have tickets available for the biggest event in United Way of Kankakee County history," said John Keigher, United Way board member and public relations chairperson. "Great seats are still available in every price range. No seat is further than 75 feet away from the stage."
For tickets, visit www.myunitedway.org.
United Way of Kankakee County supports 45 programs
administered by 24 local health and human agencies. It serves more than 60,000 clients annually.

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**Upcoming event**

**Note the fall preregistration payment deadline**

*Student Services & Accounting close at 5 p.m. on 7/22*

Please make students aware that those who pre-registered for Fall 2010 courses have until 5 p.m. July 22 to pay for or make arrangements to pay for the courses.

Students will be dropped from courses for failure to meet this deadline. Registration continues until Aug. 21, and fall classes begin Aug. 23.

Both the Student Services and Accounting offices will close at 5 p.m. July 22.

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**News and information**

**Food Service summer hours**

Food service hours until the start of fall classes on Aug. 23 will be as follows:

Now through July 30: 7:30 a.m. - 6:30 p.m., Monday - Thursday.

Aug. 2 - Aug. 20: 7:30 a.m. - 6:30 p.m., Monday - Thursday; 7:30 a.m. - 1:30 p.m., Fridays.

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**Green flash sustainability message**

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

Here’s an opportunity to increase your understanding of global energy challenges and issues involved in charting energy policy.
A four-hour special, "Powering the Future," produced by Discovery Studios, will premiere Saturday, July 17 and Sunday, July 18 from 7 to 9 p.m. each night on Discovery Channel.

The one-hour episodes are "The Energy Revolution" and "The Energy Planet," to air Saturday, July 17; and "Striking a Balance" and "Leading the Charge" on Sunday, July 18.

Encore presentations will air on the Science Channel, Monday, July 19 and Tuesday July 20, 8-10 p.m. each night. The programs will be on Planet Green, Sunday, July 25 and Monday, July 26, 8-10 p.m.

Watch and learn about energy!

Questions? Comments? Contact me at ext. 8243 or Bert Jacobson at ext. 8242.