New this week

Get in on the action: help needed at disaster drill

Submitted by Rich Soderquist, director of facilities and campus safety

The college is asking for volunteers to participate in a disaster drill which will simulate a plane crash at the Greater Kankakee Airport.

The Kankakee Fire Department needs volunteers to play roles including casualties, concerned family members, random spectators, and members of the media.

The event is Saturday, Oct. 23, beginning at 9 a.m. It will end at approximately 1 p.m., and lunch will be provided.

For its role, KCC will practice our emergency response plan, which calls for the campus to be a support site for county emergency operations.

This will be a great opportunity for students, staff and faculty to experience an event of this magnitude and to learn about the expertise needed to handle such a crisis. It will also be great exposure for students and faculty in KCC’s law enforcement, health careers, and emergency response curriculums.

Emergency response agencies from Kankakee, surrounding communities, the county, and state, including the Illinois Air National Guard, will take part. Other supporting organizations include Riverside and St. Marys hospitals, the Red Cross of Kankakee County, the County health department, and Olivet Nazarene University.

To volunteer, or for more information, contact Rich Soderquist at ext. 8173 or Rose Mitchell at ext. 8112 by Sept. 15.
Video Streaming now available through the Learning Resource Center

Submitted by Karen Becker, assistant director, Learning Resource Center

The Learning Resource Center is pleased to introduce Films on Demand. This is a video streaming database that provides access to more than 10,000 videos and video clips. Content is available in several broad, academic disciplines including:

- Humanities and social sciences
- Business and economics
- Science and mathematics
- Technical education
- Family and consumer science
- Career and job search
- Guidance counseling
- Archival films on newsreels

Films on Demand is available to faculty, staff and students and can be found at www.kcc.edu/library. Access is available on and off campus. Off campus users must first set up an account while they are on campus.

There are many features to Films on Demand that make it a valuable resource, including an easy to use search page, and the ability to create a playlist and to link into ANGEL. To learn more about this resource or for one-on-one instruction, contact me, Karen Becker, at kbecker@kcc.edu; or Tracy Hilgendorf at thilgendorf@kcc.edu.

Copyright resources available

Submitted by Karen Becker, assistant director, Learning Resource Center

Did you know that e-mail is protected by copyright law?
Is it legal to copy VHS tapes to DVD?
Can I make copies of a book that is out of print for my class?

Did you know that, as faculty or staff, you are responsible for copyright compliance?

These questions—and others—arise each semester as faculty prepare for classes. Each question falls under the U.S. copyright law. KCC has a copyright policy which was established in Fall 2003. It is at KCC Copyright Statement and Policies.

In addition to the general policy on copyright, there are a number
of resources available to help faculty and staff determine whether or not they can use an item in the classroom.

General Guidelines: Includes everyday copyright issues and provides an overview of some copyright guidelines. Some examples include the use of e-mail and photocopies. Read these guidelines at General Copyright Guidelines.

Educational Use Guidelines: Focuses on materials for classroom use. Read these guidelines at Educational Guidelines. Note: A copyright checklist is available as an aide in determining fair use.

There are a variety of books on copyright that can be borrowed from the Learning Resource Center. Check the online catalog for availability. Additional questions can be directed to me, Karen Becker, at ext. 8405; or Donna Smith at ext. 8402.

Information from the Testing Center

The Testing Center is sharing information on new hours, expanded hours, closures and where to find testing coversheets.

You also can find the current month's testing schedule at O:/Share/KCC/Testing Center. Click on month you need. Testing Center information is subject to change. The latest information is at www.kcc.edu/testingservices.

New fall hours

The hours beginning Sept. 1, 2010 are Mondays, 9 a.m. - 2 p.m; Tuesdays 9 a.m. - 2 p.m.; Wednesdays 2 -7 p.m.; Thursdays 9 a.m. - 7 p.m.; and Fridays 9 a.m. - noon.

Make-up testing coversheets

Find make-up testing coversheets at: O:/Share/KCC/Testing Center.

The file is Make-up Test Procedures and Request Form Fall 2010 -7-21-10. Coversheets must be attached to the make-up test when it is delivered to the Testing Center. Please make sure you are using the latest version, which requires a photo ID. Instructors are asked to remind students to bring their photo ID to the Testing Center. If a scantron sheet is required, it must be included.

Extended hours

The testing center will be open extended hours finals week, Dec. 13 to 16, 9 a.m. - 7 p.m.

Closures

The testing center will be closed Monday, Sept. 6 (Labor Day); Thursday, Nov. 11 (Veterans Day); Thursday, Nov. 25 and Friday, Nov. 26 (Thanksgiving break); and Dec. 22 to 31 (winter break).
Key services are available through Learning Services

The Department of Learning Services & Student Success is dedicated to providing a high standard of academic instruction and outstanding support services to assist and empower all learners to be successful in their academic and personal development.

As the semester begins, please remember the following key services available to support the instructional needs of faculty and students.

**Tutoring**
- Find tutoring in most subjects for all KCC students, Room L335/L329; access the schedule at [www.kcc.edu/tutoring](http://www.kcc.edu/tutoring).
- KCCs website has a Tutor Center Overview.
- Room L347 is for MyMathLab students only.
- COMPASS prep is available in Room L329
- Online/e-mail tutors are at askthetutors@kcc.edu or [www.govst.edu/owl](http://www.govst.edu/owl)
- Occupational tutors are available upon faculty request, contact: Bernadette Bosley, ext. 8474.

**Testing services**
- Testing services for current and prospective students are in Room D218, including COMPASS placement and make-up tests.
- To access the make-up test form, (1) go to O:Share/KCC/Testing center/Make-up Test Procedures and Request Form Fall 2010 - 7-21-10, and (2) print copies of the Make-Up Testing Procedure Form as needed.
- Accommodated tests for disabled students
- Proctoring services for class exams, in emergency situations only
- GED, ACT, Myers Briggs, Career Assessment Inventories, NATCEP & NABCEP testing services.
- Testing Services contact is Gisel Waide, ext. 8531.

**Disability Services**
- The Disability Services Office provides accommodations for qualified students. The contact is Sherry Kinzler, ext. 8632.

**Learning Resource Center**
- The LRC provides library and research services for faculty and students.
- For information about the LRC, contact Karen Becker, ext. 8405.

**Teaching And Learning Center**
- The Teaching And Learning Center offers faculty development, in-service planning, online course development, and ANGEL training and assistance.
- For information about the TLC, contact Donna Smith, ext. 8402.

**TRiO Student Support Services**

- TRiO Student Support Services is a transfer program which provides academic and financial assistance for students who are first-generation, low-income, or disabled.
- For information about TRiO, contact Kim Harpin, ext. 8472.

**Global/International Education**

- For information on Global/International Education, exchange opportunities and curricular support, visit [Global Education](#).

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**Employment news**

The following faculty have recently joined the college staff.

**Wendi Bush** is a new assistant professor of mathematics for the Math, Science and Engineering Division.

- She will teach Preparation for College Math II, MATH 0993; and Calculus & Analytic Geometry I, MATH 2515.
- Previously, Wendi was a mathematics professor at Valencia Community College in Orlando, Fla. for 15 years.
- She has four degrees from the University of Central Florida in Orlando, a doctorate in community college curriculum & instruction, master's degrees in mathematics and mathematics education, and a bachelor's degree in mathematics.
- Wendy's office is in Room L349 and her phone is ext. 8762.

**Jessica Greminger** is a new assistant professor of physical science for the Math, Science and Engineering Division.

- She will teach Physical Science--Chemistry & Physics, PSCI 1514; and Physical Science--Astronomy & Earth Science, PSCI 1524.
- Previously, Jessica was a KCC adjunct professor since 2009.
- She has doctorate in physical chemistry from Loyola University, Chicago; and a bachelor's degree in chemistry & physics from Lewis University in Romeoville.
- Jessica's office is in Room L303 and her phone is ext. 8774.

**Carrie Grimsley** is a new assistant professor of anatomy and physiology for the Math, Science and Engineering Division.

- She will teach Anatomy and Physiology I, BIOL...
Previously, Carrie was an adjunct instructor at KCC and Parkland. She has a doctorate and a master's degree in evolutionary biology from the University of Chicago and a bachelor's degree in anthropology and biology from the University of Denver.

Carrie's office is in Room R203 and her phone is ext. 8766.

Ashley Horak is a new assistant professor of developmental writing for the Humanities & Social Sciences Division.

She will teach Preparation for College Writing II, WRIT 0993; Fundamentals of Writing, ENGL 1413; and English I, ENGL 1613.

Previously, Ashley was an adjunct instructor for Richard J. Daley College, Malcolm X College and St. Xavier University, all in Chicago.

She has a master's degree in literature and writing from Kent State University in Ohio and a bachelor's degree in English from Western Michigan University in Kalamazoo.

Ashley's office is in Room D321 and her phone is ext. 8484.

Kristen Larson is a new assistant professor of biology for the Math, Science, & Engineering Division.

She will teach Environmental Biology, BIOL 1584; Human Biology, BIOL 1554; and Microbiology, BIOL 2714.

Previously, Kristen was an adjunct professor at Prairie State College in Chicago Heights and South Suburban College in South Holland.

She has both a bachelor's degree and a master's degree in biology from Purdue University Calumet, in Indiana.

Kristen's office is in Room R204 and her phone is ext. 8773.

29 celebrate employment anniversaries in September

The following full-time employees celebrate KCC employment anniversaries in September:

Penny Dickerson, Instructional & Student Success, 9/1/89
Nancy Ozee, Health Careers, 9/4/06
Ellen Skelly, Marketing and Public Relations, 9/8/92
Charles Cruz, Physical Plant Department, 9/8/08
Judy Downey, Instructional & Student Success, 9/9/08
Linda Antons, Student Services, 9/13/96
Mary Posing, Continuing Education & Career Services, 9/13/94
'Our Campus - Your Campus' focuses on keeping the campus in good shape

Submitted by Rich Soderquist, director of facilities and campus safety

As part of the Our Campus - Your Campus program, we are asking for your help.

The college has more students enrolled than ever before, and it takes a great effort to keep the campus clean and safe for everyone.

To that end, please remember to use the recycling containers throughout campus, and place cigarette butts in the towers located at the designated smoking areas. Please remind students to do the same.

If we all work together, we can keep the campus beautiful and help to make the environment more sustainable by leaving a lighter footprint.

Thank you.
The college is pleased to announce a new concierge service: Schwan's Home Service to KCC. According to Schwan's general manager Mike Bigari, they are willing to come here on a weekly, bi-weekly, or monthly basis, depending on our interest.

Faculty, staff, and students are invited to complete orders online, or to shop right off of the truck during a delivery. Schwan's offers more than 400 easy-to-prepare meals, snacks, and desserts, and all are guaranteed for quality. They accept debit cards, cash, checks, or major credit cards.

Please send input to dcagle@kcc.edu regarding this service to answer any of the following questions:
- How often should they visit: weekly, bi-weekly, or monthly?
- What day of the week would be most convenient for you?
- What hours of the day would be most convenient for you?
- Do you have any other ideas, thoughts, or questions?

Look for more detailed information in future Update articles.

Thank you to Deb Denson for this concierge service suggestion! And thank you in advance for your input!

Illinois has joined Complete College America

Illinois recently joined the Complete College America (CCA) initiative with 22 other states. All Illinois education agencies (Illinois Community College Board, Illinois Board of Higher Education, Illinois State Board of Education, Illinois Student Assistance Commission) endorsed the project. CCA aims to increase the number and rate of college graduates. To advance these goals, CCA officials are developing data for analysis in three categories: progress, outcomes and context.

Progress metrics include: enrollment in remedial education (Math only, English/reading only; both math and English/reading); success after remedial education; success in first year college courses (gateway courses); credit accumulation; retention rates; and course completion.

Outcome metrics include: degree/certificate production; graduation rates; transfer out rates (for community colleges only); credits and time to degree.

Context metrics include: annual enrollment; completion ratio; and market penetration. Several different breakouts are requested including: race/ethnicity, gender, age by range, Pell recipient status, and student status (e.g., first-time full-time, first time part-time, transfer at time of entry) etc.

Further information is available at http://www.completecollege.org/; from Vicki Magee, director of institutional research, vmagee@kcc.edu; and Scott Parke, senior director for research and
WKCC adding more weekend music

WKCC 91.1 FM is responding to listener feedback and adding more music programming on weekends.

A locally produced program, All That Jazz with Willie Dixon, can now be heard Fridays from 5:30 to 8 p.m. An extended rebroadcast also will air beginning at midnight each Friday night/Saturday morning.

Two jazz shows, Piano Jazz and Jazzset, will now air from 8 to 9 p.m. and 9 to 10 p.m., respectively, on Fridays.

Another local program, The Friends of the Blues Radio Show, is going to be aired Fridays, 10 p.m. to midnight and Saturdays, 8 p.m. to midnight. The Friday program will be a rebroadcast of the prior week's show.

Blues Before Sunrise has been added from midnight to 5 a.m. Sunday mornings. The popular Chicago-based program focuses on Blues music from the 1920s to the 1970s.

The Midnight Special, featuring a variety of Blues, will be re-aired each Sunday night/Monday morning at midnight. It also is on 3 to 5 p.m. Saturdays. Encores of Celtic Connections and Echoes will be on at 2 a.m. and 3 a.m., respectively, Mondays.

WKCC 91.1 FM is a non-commercial radio station and relies on underwriting and member support. 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. More station information and a complete WKCC schedule is at www.wkccradio.org.

Forest preserve names prairie after KCC retiree

The Kankakee River Valley Forest Preserve has named one of its prairies after retired KCC professor Chuck Smead.

The prairie is along River Road, just west of KCC's main entry. It is part of the Gar Creek Trail and Prairie Restoration area.

Smead was on the Kankakee River Valley Forest Preserve board from 1990 to 2008, including serving two years as its president, from 1993 to 1995. He was instrumental in establishing the prairie which now bears his name. It was planted in October 1992.

He worked at KCC from 1970 to 1999, when he retired as a biology professor.
Event this week

Greenhouse open house: 9/2

Showcasing the "growing" number of sustainable horticulture and agriculture facilities at KCC, the college's new greenhouse will debut Sept. 2.

A grand opening celebration for KCC's greenhouse, three-season greenhouse and teaching field will be Thursday, Sept. 2 from 2-4 p.m. and 4:30-6:30 p.m. on the college campus.

"The college invites students, business leaders and community members to the celebration," said Scott Stewart, director of horticulture and agriculture programs. "Guests can enjoy appetizers and refreshments featuring local foods, tour the facility and experience program demonstrations from KCC's Agriculture and Horticulture Technology students."

The greenhouse is located west of main campus, near the site of the original campus buildings.

"Guests will be able to learn how students benefit from the unique partnerships the college has with small, local growers," Scott said. "For example, we have a number of heirloom tomatoes, varieties you don't see very often, growing in our greenhouse facility.

"The entire greenhouse is dedicated teaching and learning. While we support traditional agricultural methods, we also incorporate sustainable horticulture in our curriculum."

Upcoming event

Get ready for the recognition dinner

The 2010 Recognition event is being planned for Friday, Oct. 1 on KCC's front
patio.
Social hour will be at 5 p.m., with the recognition program at 6 p.m.
Hors d'oeuvres and beverages will be served.
Those who mark their fifth, 10th, 15th, 20th, 25th, 30th and 35th service anniversary at KCC in 2010 will be honored.
The evening theme will be Venetian Night. Invitations will be sent this week. For the first time, most invitations will be sent via e-mail, and online replies will be accepted.

News and information

Travel and reimbursement reminders from the Business Office

The Business Office would like to remind everyone of a few points pertaining to travel forms and staff reimbursements.
Please remember the following:
-- If there is an item on a receipt that you would like to point out, please circle it instead of highlighting it. The forms are imaged, and in the process, highlights disappear and/or black out the item.
-- If a staff member purchases an item from a vendor who accepts KCC purchase orders, tax will not be reimbursed to the employee.
-- Please turn in original receipts with reimbursement requests and travel expense reports.
-- An out-of-district travel request should be turned in before traveling and should include some form of documentation on the purpose (i.e. brochure, registration form, agenda) of the trip.
-- Meals from restaurants in the KCC district are not reimbursable for out-of-district travel.
-- Travel expense reports should be returned in a timely manner. The recommended timeframe is within a week of travel. It should not exceed 30 days after travel was completed.
-- Even when no reimbursement is requested, an out-of-district travel form should still be submitted for approval and returned to the business office after the trip has occurred.
-- Meals for day trips may be taxable. This means that if you turn in the receipt for reimbursement, you may be taxed on the whole bill, not just your portion.
-- In order to be reimbursed for meal expenses on travel forms, an itemized receipt must be provided. Turning in only a credit card receipt is not acceptable.
If you have any questions, please contact Angela Kunce at ext. 8122.
"Junk Mail" is something we all get and wish we didn’t.

There are many ways your contact information gets added to mailing lists: when you make a purchase, order a product by mail or on the Web, enter a contest, make a donation, respond to a survey, or send in a warranty card.

In many cases, mailing lists are rented, sold, or traded to other companies, resulting in a huge amount of unwanted catalogs, fliers, and other mailings. It's a nuisance, and a tremendous waste of resources. Here are tips to minimize this problem:

- Call the company. Most catalogs have a phone number for placing orders. Call and request to be removed from the mailing list. Or, contact Catalog Choice (www.catalogchoice.org) and use this free service to decline specific catalogs which you do not wish to receive.
- Contact Donnelley Marketing (800-223-7777) or Experian (800-228-4571) -- these companies specialize in collecting and selling mailing lists. Ask to be in their "suppress" files.
- Contact the customer service departments at specific companies or organizations which send you unwanted mailings and request to be removed from their list.
- Credit bureaus are another source of mailing list information. A single toll free number, 888-567-8688, is where to call to be removed from lists originating with Equifax, Trans Union and Experian. Even as you reduce the amount of junk mail, please remember to recycle it all!

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