Please consider sustainability of our environment before printing this newsletter.

New this week

Online Update test is underway
Submitted by Ellen Skelly, coordinator of publications

Effective immediately, a trial period of offering Update online is underway.

Go to www.kcc.edu/update to try it out.

The biggest difference between Daily Update and the current e-newsletter is that articles and information are added to the online version as they arrive. You don't have to wait until Monday morning. Requests will be posted on the online Daily Update within one business day. Items received by 1 p.m. will be posted before the beginning of the next business day.

Therefore, you can check www.kcc.edu/update daily, semi-daily, or as often as you would like to see if there is any news. The site also has an RSS feed for those who want to use that technology.

The marketing staff wants to try this method of delivery for awhile and gather feedback. We want to make sure staff feel this is a good direction to move in. Plus, honestly, it is a big change for us and we need to make sure we can deliver.

During the trial period, the Office of Marketing and Public Relations will still send a weekly Update newsletter by e-mail. The trial will last until Jan. 17. Soon after, the marketing staff will evaluate the trial and determine how to move...
forward.

If we transition to an online Update, a weekly e-mail will still be sent to all employees. The e-mail would include a few of the topics found online on Daily Update as well as links which are found in the Update e-newsletter format we're familiar with (such as candid comments, Food Service menu and evening administrator). Those same links will always be available on the Daily Update online page.

The current practice of sending e-mails to all employees when the situation calls for it will continue.

Please provide your feedback about Daily Update to me at eskelly@kcc.edu or to Kari Sargeant, director of marketing and public relations, at ksargeant@kcc.edu.

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We're getting a new post office ... sort of

Conversion from GroupWise to Microsoft Outlook 2007 will begin in February.

After the conversion, the most visible change will be the icon on your desktop -- the mailbox in a postal analogy.

Behind-the-scenes, the "post office" we use will be upgraded to a product called Microsoft Exchange.

The Information Technology Services and Continuing Education & Career Services offices are partnering to coordinate the training and behind-the-scenes functionality.

Upon migration to Microsoft Exchange, we'll all be operating with the same Microsoft-based products on the same platform. One result is a significant cost savings to the college.

At the training, instead of how to send an e-mail, you'll learn...
-- how sending an e-mail in Outlook looks different and is easier;
-- how your GroupWise address books and calendars will convert into Outlook;
-- how to use the great new features in Outlook that will make the transition seamless and fun!

Training dates will soon be announced through Update. Please register for a workshop at that time. The workshops will run from 9 a.m. - 3 p.m., with 30 minutes for lunch.

While you are in the training class, ITS will upgrade your machine. You'll be able to start using Outlook when you return to your office.

The goal is to have all staff converted to Outlook by March 2011.

Keep watching Update for more information on how and when to register! We hope to see you there!

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KCC United Way meets goal

Submitted by John Avendano, president

To everyone who contributed to this year's United Way Campaign, I say Thank You! Because you "gave a little bit," your gift will
provide ...
- Education supplies for a literacy program that serves 25 students.
- Bread for children at a United Way partner agency for a month.
- Five youth the opportunity to participate in a youth sports program.
- Six months of crisis services for a client of a mental health program.
- One year of meals for a homebound senior citizen.

And, because you "gave a little bit," KCC reached another goal and demonstrated to our community how much we care and how we can accomplish anything we strive to accomplish. I am so proud of everyone's efforts and contributions that helped us exceed our goal of $18,500. To date, we have raised $18,608 and I know we still have half of the proceeds from the White Christmas musical revue on Dec. 16 and another community wide Dollars for Denim Day next February will add to this amount. Perhaps when it is all said and done, we can surpass $20,000!

Thank you all once again for your contributions and commitment to our community!

In-service information for Spring 2011

The agenda is set for the Spring 2011 in-service for full-time and adjunct faculty.

The agenda contains activities for full-time and adjunct faculty, as well as division chairs. Based on previous feedback and to contain costs, there will not be any events for all employees during in-service.

In-service will be Wednesday and Thursday, Jan. 5 and 6.

MLT student featured online

A second-year Medical Laboratory Technology student, Libby Hatchel, was recently featured on the American Society for Clinical Pathology's eStudentNews.

Hatchel was recommended by Glenda Forneris, KCC's program director, as a student who believes in promoting involvement with laboratory science professional organizations. The article is on the eStudentNews website.

KCC student has poem published in England

If you live there, an autumn day in Canterbury, England is just like any other.

If you are an American studying abroad for a semester, an autumn day in Canterbury, England has melodious bells sounding, ancient cobblestone underfoot, towering spires to gaze upon, and wildlife mingling among the population.

The American's interpretation of such a day was penned by Kathy
Mabus of Kankakee as a 16-line poem, "Look Over the Garden of England, Canterbury."

"I was so impressed by the amount of inspiration," Mabus said. "Authors are everywhere there. You can't drop a book without hitting one."

A KCC student set to graduate at the end of the month, Mabus took in the sights and sounds of Canterbury as a study abroad student at Canterbury Christ Church University, living there from September to December 2008. She wrote the poem for the Canterbury Literary Arts Festival of 2008.

Now 18 months later, Mabus' poem was selected for "On the Line: The Canterbury Laureate Anthology, 2009-2010." The book debuts this month. Among its destinations, it will be added to the library at Oxford University.

"I am impressed that people in England thought enough of what I wrote to want to keep it," she said.

The Illinois Consortium for International Studies Program offers undergraduates the opportunity to study literature, history, art and politics in a foreign land.

"World travel and study bring remarkable stimulation to both experience and cultural understanding," said Penelope Stickney, KCC writing professor. "Obviously, the pattern in Mabus' poem reflects her immediate impressions, often quickly lost as we assimilate into the daily routine."

While in England, Mabus completed 12 credit hours which apply toward her KCC degrees.

"Studying abroad can be a life-changing experience for our students," said Susan LaMore, the liason between KCC and the Illinois Consortium for International Studies Program. "At the very least, it is a life-enhancing experience--an opportunity qualified KCC students can explore and use to their advantage."

Mabus plans to graduate from KCC with two Associate in Applied Science degrees, one in Child Development - Director/Administrator Option and the other in Child Development - Education option.

After KCC, she plans to pursue a job in early childhood education or elementary education.

Look Over the Garden of England, Canterbury

Look up, clear sky
Look down, cobblestones
Look up, startled crows
Look down, mossy carpets
Look up, towering spires
Look down, streets teaming with people
Look up, steep, winding stairs of Henry
Look down, from great height into the dark abyss as the eyes adjust from sun to shade
Look up, to the sheep on the hills
Look down, at the tangled streets and alleys
Look up, to where the bells sound from
Look down, to the sound of dropped pence
Look up, to the leaves changing and plunging
Look down, to the ducks noiseless in the Great Stour Canterbury, Garden of England
Look.
-- Kathy Mabus, 2008 Canterbury Festival

Silent auction in Hammes Café ends 12/15

The current silent auction in the Hammes Cafe will come to a close on Wednesday, Dec. 15 at 5 p.m.
Those wishing to bid can get a bidder number from the first floor receptionist desk. Successful bidders will receive the unframed work.
Digital photography featured in the auction includes the work of students, faculty and staff at KCC. Another call for works will be announced during the Spring semester. Proceeds from the auction benefit the KCC Foundation. For more information, contact Kari Sargeant at ksargeant@kcc.edu or Paul Carlson at pcarlson@kcc.edu.

2 holiday tips from the ITS department

Change your winter break rule
Attached are instructions for changing your winter break rule.
Click here to view the PDF instructions on changing your rule to automatically reply to e-mail during winter break.

Change your phone greeting
To change your Alternate Greeting, follow these steps:
Hint: Before you start, write down exactly what you want to say so you will be able to record it flawlessly.
1. Press the messages button and enter your password
2. Press 4 for Setup Options
3. Press 1 for Greetings & Transfer
4. Listen to the prompts, press 3 to edit other greetings
5. Press 3 to edit your alternate greeting
6. Listen to the prompts and press 1 to re-record your alternate greeting
7. Record your alternate greeting and press # when you are finished.
8. Listen to your alternate greeting and follow the prompts to exit when you are finished.
9. Do NOT turn on unless you are ready to start using it.
10. When you are ready to turn on your alternate greeting:
a. Access your voice mail
b. Press 4 for setup options  
c. Press 1 for greetings & transfer  
d. Listen to the prompts and press 2 to turn on your alternate greeting.  
   When you choose to turn your alternate greeting on, there will be an option to set an end date. Follow the prompts to take advantage of this option.  
e. Exit your voice mail  
11. If you did not choose an end date for the alternate greeting, remember to turn it off when you return.

Friendship Day will include scholarship contest

For 2011 International Friendship Day on March 23, there will be a scholarship contest with a three-credit hour class as its prize. Students who write the top three submissions will make presentations at noon on Friendship Day. The winner will be chosen by the audience.

Contest information

Presentations must have a theme that focuses on another country or on another culture. They may be based on personal experiences or research.

The format for submissions can be a printed outline of the presentation, including a description or photos of visual aids; or a multimedia/PowerPoint presentation on a CD. Each presentation must be accompanied by a Contest Entry Form, available online and at the Student Services Reception Desk beginning Jan. 10.

The deadline is Feb. 15, 2011. Students can submit presentations to Elise Schultz, care of the Student Services Reception Desk.

The top prize, a three-credit-hour course, is being donated by the KCC Foundation.

Annuitant's association invites more new members

Submitted by Claire McElroy, KCC SUAA chapter president

Our local chapter of the State Annuitant's Association would like to welcome our newest members:


We are so happy you joined and look forward to working together to protect our current and future retirements.

If anyone else is interested in joining, please see Mary Posing for registration forms etc.

The current membership fee is $30. It will increase to $34 as of Jan. 1, 2010.

The State Annuitant's Association keeps $25 and sends $9 back to our chapter to support our local chapter business.
May your holidays be filled with much joy and peace.

Fitness Center offers extra workout time for employees

KCC employees who register for the Fitness Center can begin workouts between semesters instead of waiting for the next semester to begin.

This applies to employees who enroll for the Spring 2011 Fitness Center, PHEC 2521 - Physical Fitness.

Other Fitness Center participants must be enrolled in consecutive semesters to work out during the interim. Winter break hours will be posted in the Fitness Center.

For more information about Fitness Center enrollment and the benefits of participating, phone ext. 8610.

Citizenship class begins in January

The Adult and Community Education Department, English as a Second Language program is offering citizenship classes 9 a.m. - 1 p.m. on Saturdays, Jan. 22 to April 16.

There will be no class on Saturday, March 12.

Each class meets in Room L307 at KCC. The instructor is Maria Spargur.

Registration is required. There is no charge for the course, but students must pay a materials fee of $20. Space is limited to 20 students.

Students can register by phone at 815-929-9158.

Events this week

Bookstore offers holiday specials: 12/13-12/21

Check out the holiday specials in the KCC Hammes Bookstore.

Starting Dec. 13 and running through Dec. 21, all Christmas giftware will be 50 percent off! Also all clothing will be 25 percent off, with a special rack at 30 percent off.

No need to fight the crowds at the mall...do your holiday shopping right here! Our elves will be happy to assist you in finding the perfect gift.

Schwan's 'Home Delivery' visit: 12/16

Service from Schwan's Home Delivery at KCC will continue as one of the college's concierge services, with a visit on Friday, Dec. 16 from noon to 5 p.m. on the south patio.
A table also will be set up in the atrium to place orders. Holiday items will be offered, including pumpkin pies, Andes mintcream pie, pecan pie, cherry pie, turtle cheesecake ice cream, shrimp tempura, peppercorn roast, and peppermint ice cream.

Purchases can be made from stock brought that day, or from pre-order options which offer more variety. The advance order deadline for Dec. 16 delivery is Dec. 14 at 11 p.m.

Catalogs for ordering ahead are available in the Human Resources Office, at the First Floor Receptionist Desk and in the employee break room near Student Services.

If sales on Dec. 16 exceed $750, Schwan's will donate 10 percent of the sales to KCC's United Way campaign. If sales exceed $1,500, the donation will rise to 15 percent.

To order ahead and pick up items Dec. 16, follow these instructions:

**Online orders**
Visit [www.schwans.com](http://www.schwans.com) to choose products. Go to [www.schwansfundraising.com](http://www.schwansfundraising.com) and click "Place an Order." Enter the campaign ID (31866), your name and the three digit code(s) for the items you wish to order. An estimated order total will be provided. Click submit. There will be a confirmation page with a summary.

**Phone orders**
Have event information and product codes ready. Product codes are at [www.schwans.com](http://www.schwans.com)
Call 1-888-SCHWANS (1-888-724-9267), choose option 4. Inform the representative that you would like to preorder for a fundraiser or order a gift certificate which supports a fundraiser. Provide the campaign ID number (31866) and event information. Continue with the order. You will receive an order confirmation e-mail.

For more information, contact David Cagle at ext. 8128 or dcagle@kcc.edu.

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**White Christmas musical revue: 12/16**

KCC will revive the holiday classic "White Christmas" on Thursday, Dec. 16 at 7 p.m. in the Auditorium.
Complete with lavish costumes, this magical show celebrates the beauty of the holiday season.
Ticket price is $10, and includes a reception with light refreshments after the concert. Early reservations are encouraged. Tickets are available at the first floor Reception Desk.

For more information, contact Nicole Ford at ext. 8508 or e-mail nford@kcc.edu.
The concert is sponsored by KCC's Student Advisory Council.

Casual day: 12/17

The following dates will be casual days: Dec. 17, 20 and 21, and Jan. 7.

As a reminder, casual day guidelines are:
-- Participation is optional.
-- Jeans may be worn if accompanied by a collared shirt with "Kankakee Community College" on it or if accompanied by a business casual shirt and a KCC name badge or staff ID. KCC shirts are sold at the Hammes Bookstore and a limited selection is available in marketing and public information. Prices vary at both locations. Visit the bookstore or Linda Chouinard for more information.
-- Staff are asked to use their good judgment in choosing appropriate jeans. Inappropriate jeans include those with patches, fraying, excessive length, low-rise cut and/or very faded.
-- Those who choose not to wear jeans should wear their normal work attire; or they can choose to wear a KCC collared shirt along with their normal attire.
-- All employee groups can participate.
-- Please use good judgment in choosing whether to wear jeans. Depending on what is scheduled for a particular day, jeans may or may not be appropriate. Professional appearance is important, and all employees share the responsibility of representing the college.

Questions regarding casual days should be directed to Vicki Gardner, vice president for finance and administration.

Upcoming events

Tidings of Cheer! Holiday Buffet is planned

It's time for the grand tradition of an all-staff holiday party to continue.
The Holiday Grand Buffet will begin at noon on Tuesday, Dec. 21 in the Cavalier Room.

Here are the details:
The meat, plates, napkins, plastic ware, bread and condiments will be provided.
Bring your favorite covered dish to the Cavalier Room by 11:30 a.m.
Bring a drink, too, because beverages will not be provided.
The room will be cleaned at 3 p.m., so please pick up your dishes by then.

College operations cease at noon Dec. 21
An important change for this year is that all areas of the college will
cease operations at noon.

This will allow all employees to gather for the entire celebration. Following the luncheon, all employees are invited to use the remaining afternoon hours to take down holiday decorations and prepare for the new year.

Perhaps there are some old files to clear, or an area that needs special attention. The afternoon will be available to catch up on such matters before the winter break.

Happy Holidays to all!

**Ugly Holiday Sweater Contest returns**

The Ugly Holiday Sweater Contest is back by popular demand!

No, Human Resources is not under the influence of holiday eggnog -- but they are in the holiday spirit.

They are encouraging fellow employees to wear the ugliest holiday sweater (or attire) you can find on Tuesday, Dec. 21.

Perhaps you received one several years ago from grandma, or maybe you will go thrift shopping to locate your "gem." David Cagle found this year's holiday garb at Ditto (formally Seconds to Go in Meadowview) and had a lot of fun doing so. That's the intent -- to have fun and be festive, celebrating another semester of hard work by all.

All that is asked is that your sweater (or attire) be "appropriate." All those wishing to participate in the contest will be invited to come forward during the potluck and the winners will be chosen by applause. Prizes will be given to the top male and female Ugliest Holiday Sweater winners.

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**News and information**

**Information from the human resources and business offices**

**Timesheets and paychecks for coming weeks**

Completed time sheets for the two weeks ending Dec. 18 must be turned in to the Human Resources Office by 10 a.m. Monday, Dec. 20.

Time sheets turned in after 10 a.m. Dec. 20 will be paid on Jan. 14. Supervisors with questions can contact Jane Clark at jclark@kcc.edu or ext. 8146.

Paychecks dated Dec. 31, 2010 will be mailed on Dec 30. Direct deposits will be deposited on Dec. 31, 2010.

**Final accounts payable check run: 12/16**

The final accounts payable check run for 2010 will be Dec. 16.

Items needing to be paid in the Dec. 16 check run need to be turned in to Angela Kunce or Jamie
Lockwood by 4:30 p.m. Monday, Dec. 13. Requests received after Dec. 13 will be paid on the Jan. 6 check run.

Life insurance benefits
Life insurance benefits more than $50,000 are taxable and must be included on the W-2 form.

The college is required to withhold SURS funds on this amount. Due to this SURS withholding requirement, the SURS deduction will be taken out on the last paycheck of the year.

Employees will see a stipend payment with an offsetting benefit deduction on the Dec. 31 paycheck.

Please note that income taxes have been taken out automatically over the course of the year.

Anyone with questions is invited to call Jane Clark at ext. 8146.

H.E.L.P. program accepting enrollments
The H.E.L.P. program, designed to assist employees who have catastrophic medical conditions and who have exhausted their available paid leave time, is accepting enrollments.

Documents related to the program, including an explanation of how it works and an enrollment form, are located in O:\Share\KCC\Human Resources\HR Forms\H.E.L.P. policy and forms.

The enrollment form must be submitted on or before Dec. 21, 2010 to be effective Jan. 1, 2011.

For further information, contact David Cagle in the Human Resources Office at dcagle@kcc.edu or ext. 8128.

Central Supplies and book buyback info from the Bookstore
Delivery schedule for Central Supply orders
Due to the winter, break the final Central Supplies delivery from the KCC Hammes Bookstore for 2010 will be Dec. 17.

Please submit Central Supply orders as soon as possible to avoid delay.

There will be no deliveries Dec. 20 or Dec. 21.

Central Supply deliveries will resume on Jan. 14.

Buyback begins 12/13
Fall semester book buyback is Monday, Dec. 13 through Monday, Dec. 20 in the Iroquois Room.

Please remind students that they must present a photo ID and books need to be in good condition with limited (12-15 pages) writing or highlighting. Also, CDs or supplemental booklets from packages must be returned with the main textbooks.

Anyone with questions is invited to contact Jill Christy at ext. 8592.
Honor Society conducts used textbook drive

Phi Theta Kappa will conduct a used textbook drive during buy-back days, Dec. 13-20.

A collection box will be placed outside the Iroquois Room for staff and students to deposit textbooks that are outdated and no longer used. The books that are donated will help generate funding for Phi Theta Kappa activities, support worldwide literacy efforts and divert unwanted stock from landfills.

Questions may be directed to Susan LaMore, who is an advisor for KCCs Phi Theta Kappa chapter.

Update schedule

There will be no Update the week of Dec. 20.

Events still will be posted at http://calendar.kcc.edu and current information will be at www.kcc.edu/update.

The deadline for the Jan. 3 Update will be Dec. 17 at noon. Articles and suggestions for articles can be submitted by phone at ext. 8279, and by e-mail to update@kcc.edu.

Green Flash Sustainability Message

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

The following is adapted from an article by Thomas E. Lovejoy, New York Times, Oct. 20, 2010

Profiting from biodiversity

Many people feel the biology of the Earth is irrelevant to them. We live in air-conditioned, heated, filtered, disinfected, etc. cocoons which we have created to isolate ourselves from the "real world." We often develop goals for development without even considering how our plans may impact the Earth's bio-systems. In fact, some of our plans may be doomed to fail because we fail to adequately consider the Earth's systems. As we used to say "You can't fool Mother Nature." The tragedy that has occurred in Haiti is an extreme example of what can happen when a country's natural biological systems are destroyed. Most agree that substantial ecosystem restoration and reforestation are prerequisites to any plans to restore the future of that country.

There is much evidence to show that preserving and enhancing biodiversity and developing plans which properly take natural systems into consideration is likely to improve the success of the plan as well as its economic result. Here are some examples:

The quality of drinking water in New York City was once rated as
some of best in any city. In the 1990s though, it had declined so far that the Environmental Protection Agency was ready to require the city to build an $8 billion water treatment facility to assure safe water for the city. Fortunately, a study indicated that restoration and protection of the biodiversity of the Catskill watershed, the source of NYC water, would solve the problem and at a fraction of the cost of the new treatment facility. Natural systems were both effective and more economical.

The critical contributions of biological systems to human well-being are not accounted for very well—if at all—in formal economics. The world's poor are estimated to derive 40 percent to 89 percent of their annual "income" from nature. This income comes directly from the goods (food and fiber) nature provides and indirectly through its services. A study of the economics of coffee growing in Costa Rica showed that coffee plantations nearest to the natural forest areas have a 20 percent greater yield. It showed that the pollination "services" from wild pollinators from the native forests equated to about $60,000 additional income to the farmers with land adjacent to the forest. This study led to a pioneering ecosystems service law in Costa Rica which financially rewards landowners for preserving and maintaining forests. This policy also protects the watershed and helps ensure reliable water flows for downstream hydroelectric energy facilities.

We need to learn to take the value of the earth's biodiversity into account when we develop our economic plans or run the risk of suffering the consequences.

The original article is online in the New York Times archives. Questions? Comments? Contact me at ext. ext. 8243 or Bert Jacobson, at ext. 8242.