

Collin College

DigitalCommons@Collin

Caleidoscope

News Archive

9-16-1988

Caleidoscope 9/16/1988

Marisela Cadena-Smith

Follow this and additional works at: <https://digitalcommons.collin.edu/caleidoscope>

Recommended Citation

Cadena-Smith, Marisela, "Caleidoscope 9/16/1988" (1988). *Caleidoscope*. 8.
<https://digitalcommons.collin.edu/caleidoscope/8>

This News Article is brought to you for free and open access by the News Archive at DigitalCommons@Collin. It has been accepted for inclusion in Caleidoscope by an authorized administrator of DigitalCommons@Collin. For more information, please contact mtomlin@collin.edu.

CCCC's

Caleidoscope

2278
12 | 27,344
24
33

September 16, 1988

Published by the Office of Institutional Advancement

No. 94

FROM THE PRESIDENT'S DESK:

The CCCC Board of Trustees monthly meeting will be held Tuesday, September 20, 1988 at the Central Campus in the Board Room. The open session will begin at 7:30pm. The agenda items are as follows:

Approval of Authorization for President to Waive Lab Fees;
Approval of Tax Abatement for Historical Buildings;
First Reading of Policy on Use of District Facilities.

THIS WEEK ON CAMPUS:

Sept. 21 Lunch served by Pizza Hut - Central Campus
Sept. 24 Last day to withdraw with a "W" for first 6 week session

ANNOUNCEMENTS:

This week on CCCC's "Caleidoscope": "Conflict Management" (rerun)

Guests: Dr. Paul Lee, Professor of Human Behavior at Amber University

Moderator: Mary Rabaut

Air Time: Channel 35, Plano Telecable
Monday, September 19, 5pm
Friday, September 23, 7:30pm

CCCC's United Way Fund Raising Campaign is off and running! The College's goal is 100 percent participation among full-time employees. Your support toward reaching this goal and more importantly, toward assisting the many United Way agencies, will be greatly appreciated. Pledge cards are due to Scott Stevens (SCC-Room F129) or Jackie Klutts (CC-Room A304) Friday, September 23.

If any full-time employee did not receive an envelope and information earlier in the week, please contact Scott Stevens at ext. 5787

Helping coordinate the campaign this year are Jackie Klutts and Carole Boatright, who represent the CCCC Secretaries Association. Please contact Jackie, Carole, or Scott if you have questions. And remember...your help is their hope.

There will be an informal Texas Academic Skills Program (TASP) open meeting with Dr. Nolan Wood, Division Director, Teacher Assessment, Texas Education Agency, from 9am to 11am, Thursday, September 22 at SCC in Room F110 in the food service area. Dr. Wood is the key figure at TEA on TASP and is interested in getting our input and in answering our questions. Area high school counselors and community college administrators have been invited to this discussion as well. Please call Glenda DeLeon at ext. 5700 if you are planning to attend so that we can be sure the facilities will be adequate.

The open meeting on issues related to TASP with Debbie Floyd has been rescheduled for Friday, September 30, from 2:30 to 4pm at SCC in Room F110.

The Staff Development Task Force announces TEAM DAY on Friday, October 7, from noon to 5pm. If you have not yet been contacted and are interested in participating, please call Jimmy Fitz-Gerald at ext. 5773. Adjunct faculty and staff are encouraged to join in on the fun.

Mark October 23 on your calendar for CCCC's "Festival of Learning." On that Sunday, from noon to 6pm at the SCC, we will have an open house for the community. Music and drama performances, sport clinics, a "fun run", lab demonstrations, exhibits, and tours, are some of the many activities being planned. The deadline for activities to be included in the program of events is Wednesday, September 28. Also, if you are willing to help with the FOL, please contact Carlotta Embry, ext. 6611. Plan now to bring family and friends and enjoy an extravaganza.

Phi Theta Kappa, the National Honor Fraternity, is taking applications from faculty to serve as co-sponsors. If you are interested, please call Scott Stevens at the Student Activities Office, ext. 5788.

Presenting...KIDS FOR UNITED WAY POSTER CONTEST...Any child 12 years and under and the child of a CCCC employee is qualified to enter. Paper for drawing posters may be picked up in Room A302 at CC or Room F129 at SCC. Posters to be turned in at the same location. Deadline is September 23 and winners will be notified on September 28. If you have any questions, please call Carole at ext. 6930, Jackie at ext. 6800, or Scott at ext. 5788.

A workshop has been scheduled for training on Canon typewriters for Friday, September 23, at SCC Room J111 (typing lab) at 3:30pm. Personnel from both campuses are invited to attend and participants should bring typewriter instruction manuals with them. If desired, the van will be reserved to take personnel from the Central Campus. Please call Vicki Harris at ext. 6671 to register.

STAFF NEWS:

"Discourse," a short article by DEBBIE FLOYD was published in the Quarterly Newsletter of the American College Personnel Association's Community College Newsletter. The topic was about the need for university professors to work more practically with practitioners on college based research, i.e. partnerships.

GARY HODGE has been asked to lead a discussion on Interdisciplinary Teaching In Social Sciences at the Community College Social Science Association's annual meeting in San Antonio in October.

An invitation was extended to BARBARA MONEY, a newly appointed member of the Board of Directors of Consumer Credit Counseling of North Central Texas, to attend the 23rd annual convention for Consumer Credit Counseling Services in Minneapolis, Minnesota from September 28-30.

NOTES FROM PERSONNEL:

POSITIONS AVAILABLE;

Accounting Clerk - hours 8am-5pm, 1 day per week noon-8pm
Secretary (full-time temporary) - SCC - Coordinator for
Future Shop

Please contact the Personnel Office at CC if you are interested.

HAPPY BIRTHDAY TO:

Gordon O'Neal	9/18
Larry Collins	9/18
Kimberly Russell	9/20
Rex A. Parcells	9/22
June VanCleeef	9/23
Susan Bates	9/24

How to Deal with a Grumpy Employee

Everybody gets up on the wrong side of the bed now and then. That's normal. The problem is — after they get up, they come to work. Then *you* have to deal with them.

That can be a challenge, because irritable people are usually *irritating* as well. If you're not careful, you'll wind up feeling as irritable as they do. To keep that from happening, try this approach the next time you discover you have a grump on your hands.

Get a grip on yourself — don't overreact. Acting grumpy is sort of a game. The grump has to have an opponent — someone he can irritate — to keep the game going. Don't play along. Even if he says something disrespectful or insulting, stay cool and detached.

Relax the tension. Irritable people carry a lot of stress around with them -- and they pass it along to others whenever they get a chance. Don't let that happen. As soon as you can, break the tension your local grump has created. Humor is your best bet, but be careful: joke about the situation or the way it makes you feel. *Don't* joke about the grump or the stress itself — they're not funny.

Undo the damage. It doesn't take long for a grump to stir everybody up and disrupt their work. To get things back on track, get the grump out of the area (send her to your office, her workstation, the lunchroom, wherever), and get everyone else back to work.

Make your expectations clear. Talk with the grump privately. Find out what's wrong. Offer whatever help is reasonable. Once that's done, direct his attention to his work and the impact his grumpiness is having on others. Let him know, politely but firmly, that you expect him to do his job and either get over what's bothering him or keep it to himself.

Ppractice what you preach. People are a lot more likely to leave their personal irritations at home if you do. That's why it pays to be careful about the example you set. If *you* always make an effort to look at the bright side, to put things in a positive way, and to act happy and upbeat, your employees will too. Visits from the grump will be few and far between.

Source: Reprinted from *Practical Supervision*, with permission of Professional Training Assoc., Inc., 212 Commerce Blvd., Round Rock, TX 78664, July 15, 1988. Annual subscription rate is \$48.

Techniques to Motivate People

Here are some tips to motivate people:

- **Recognize accomplishments** adequately. Be sure, especially in large organizations, to let people know that you have noticed that they have done a good job.
- **Communicate** that asking for help is never considered a sign of weakness; it should be considered a sign of strength.
- **Offer people flexibility** and a choice in decision making in areas where they have the responsibility.
- **Communicate how** employees' tasks relate to personal and organizational goals. This might help overcome the boredom of routine work and increase productivity.
- **Individualize** your supervision. Some people need closer supervision than others. Some need none at all.
- **Provide immediate feedback** to help people improve their performance. The feedback is most effective when it follows a specific performance.
- **Exhibit confidence** in employees. People who are expected to achieve will do so more frequently than others.
- **Show that you are motivated.** If you expect to motivate, you must show by example that you are highly motivated to do a good job.

Source: Reprinted with permission from *communication briefings*, 806 Westminster Blvd., Blackwood, NJ 08012, August 1988, Vol. 7, No. 10.

Picking People to Promote

Giving promotions to the right people is important to you and your organization. Here are some suggestions to help you make the right choices:

Promote the person who shows qualities that will be more prominent in the higher position. Don't allow the "Peter Principle" to apply. The most productive technician will not necessarily make a good supervisor.

Promote people who are on time and don't make excuses.

Promote people who don't let you delay on key decisions. Although you may not like them at times for this trait, they are the ones who make things happen.

Promote people who are candidates to take your job. This will make it easier for you to move on to something else.

DON'T PROMOTE:

People who talk non-stop and don't listen to anyone.

People who can't deal with alcohol or drugs--on or off the job.

People who have no sense of humor. They usually attract similar types around them and are easily offended.

People who are "not bad" in a position. Go for winners, not mediocre performers who might grow into a job.

Source: Reprinted with permission from *communication briefings*, 806 Westminster Blvd., Blackwood, NJ 08012, May 1988, Vol. 7, No. 7.

Valerie Freeman, Publisher
Teresa Withrow, Senior Editor
Donnell Allen, Managing Editor
Jan Morris, Consulting Editor

Windows of Productivity is published monthly by Wordtemp, Inc., 5501 LBJ Fwy., Ste. 101, Dallas, TX 75240. Suggestions, comments, or questions are welcome.