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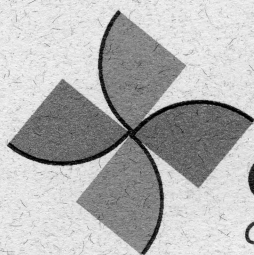
Marisela Cadena-Smith

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CALEIDOSCOPE

C C C C E m p l o y e e N e w s l e t t e r

December 9, 1991

No. 227

CALENDAR: DECEMBER—JANUARY

Dec. 13, 3 p.m.	All Staff Meeting/Holiday Party
Dec. 24—Jan. 1	Campuses Closed
Jan. 6—24	Professional Advertising Show
Jan. 10	All Staff Meeting

CENTRAL CAMPUS LUNCHES

Finals week, no lunch service.

SACS Visit

SACS (Southern Association of Colleges and Schools) will be visiting CCCC in the spring of 1994. In order to show ourselves at our best, we must start preparing now. A comprehensive self-study must be done of what we are doing in all areas of the college, how well we are doing it (in the context of our college mission and goals) and how we know we are doing it well. If we find some things that we would like to be doing better, we must plan how to go about improving. As you might have guessed by now, a comprehensive study of this nature will be most successful if everyone participates.

A self-study steering committee has been formed of enthusiastic and energetic volunteers who will be soliciting your help in the near future. Volunteers will be recruited in late January or early February for each of six principal committees, each one chaired by a member of the steering committee. These committees and their chairs are listed below. Please begin thinking about where you would like to volunteer. Members of the steering committee will be happy to discuss the self-study process with you, to describe the responsibilities of each principal committee, and to answer any questions that you have.

We need, want and welcome your participation and can't wait to work with you!

Tom Rodgers	Director of the Self Study
Billie Cunningham	Chair, Steering Committee
Kay Mizell	Editor
Gerry Perkus	Director of Institutional Research

Margie Lasek

Bill Adler

Martha Ellis

Cindy Howry

Linda Conry

Martha Tolleson

Chair, Ad Hoc Committee on Compliance

Chair, Institutional Purpose

Chair, Institutional Effectiveness

Chair, Educational Programs

Chair, Educational Support Services

Chair, Administrative Processes

Caleidoscope Show

Title: Jaynes Gang III

Moderator: Joe Jaynes

Guests: Rodney Boyd

Matt Coulter

Mark Welborn

Air Time: Plano Telecable, channel 35

Monday, Dec. 9, 5 p.m.

Tuesday, Dec. 10, 9 p.m.

Thursday, Dec. 12, 3 p.m.

Friday, Dec. 13, 5:30 p.m.

Title: Step parenting and Blended Families

Moderator: Shelley Lane

Guests: Susan Forshaw-Evans

Murriel Schulte

Amy Adams

Air Time: Plano Telecable, channel 35

Monday, Dec. 16, 5 p.m.

Tuesday, Dec. 17, 9 p.m.

Thursday, Dec. 19, 3 p.m.

Friday, Dec. 20, 5:30 p.m.

STAFF AND FACULTY OPPORTUNITIES

NISOD

The International Conference on Teaching and Learning (NISOD) is requesting proposals for their conference May 24–27 in Austin. The deadline for submission is Jan. 31. Contact Martha Ellis at ext. 5814 for a proposal form.

Leadership 2000

A call for proposals has been issued for presentations at the Leadership 2000 conference in Chicago July 19-22. Leadership 2000 is an international conference to support the professional development of community college leadership teams. The purpose of the conference is to promote expansion, diversity and effectiveness in community college leadership.

The deadline for submission is Dec. 13. Contact Martha Ellis at ext. 5814 for more information.

Common Ground

Proposals are invited for the "Common Ground: Diversity through Development" conference to be held March 15-17 in Costa Mesa, Calif. The sessions need to be interactive workshops that highlight exemplary programs and models of partnerships between diversity and development that can be adopted by other institutions. Contact Martha Ellis at ext. 5814, or Darla Murphy at ext. 6608.

R.O.P.E.S.

Staff Development is planning a two-day intensive R.O.P.E.S. (Reality Oriented Physical Experiences Service) workshop on beautiful Lake Palestine in east Texas. The course is tentatively scheduled for April 24-25. Each selected participant from the college will be challenged to demonstrate their fullest potential in team building activities. The course includes overnight accommodations and meals. Classroom and outdoor physical activities that promote trust, communication and goal setting are also included. You will be among your colleagues as you learn more about yourself and each other. If you would like to be considered as a potential candidate for this adventure, please fill out the R.O.P.E.S. form that has been sent to you. If you have not received a form, please call Beverly Tremain at ext. 5777.

Conference on Lifelong Learning

"Conference on Lifelong Learning: Meeting the Higher Education Needs of Adult Learners" will be held Feb. 12-14 in San Diego. Conference themes include assessment, diversity, partnerships, content, delivery systems, adjunct faculty, adult development and marketing/retention. For more information, contact Martha Ellis at ext. 5814 or Darla Murphy at ext. 6608.

Task Force Assignments

The final draft of the 1992 task force assignments will be distributed on Monday, Dec. 9. Two lists will be available: one list by task force and one list by faculty/staff name. Call Tom Rodgers at ext. 6882 or Judy LaGrone at ext. 6600 for information.

Survey

All CCCC task forces are currently being evaluated for their effectiveness. If you have received a survey please take a minute to complete it and return to it the Institutional Research Office. Your individual opinion is needed and appreciated. If you have any questions please call ext. 6618.

Baylor University Doctorate

Baylor University has developed a doctorate that specializes in the administration of the community college. It is designed to allow a person with a full-time position in a community college to achieve a doctorate over three and one-half years without disrupting their employment, income and family. For more information, contact Martha Ellis at ext. 5814.

STAFF NEWS

Thank You!

"Dear Friends!

Thank you all for your donations! Your continued support of money-food-service and prayers is and will be greatly appreciated."

Wes Geary,

Director of the Samaritan Inn

Congratulations Billie

Billie Cunningham was elected chairperson of the Two-Year College Section for 1991-92 at the American Accounting Association annual meeting in Nashville in August. She will also serve on the Executive Council of the American Accounting Association this year.

Teaching Today's Visual Student

Matt Coulter and Joe Jaynes presented "Teaching Today's Visual Student" at the North Texas Junior and Community College Consortium. Weatherford College asked them to do this presentation for their Staff Development Day.

CCCC Holiday Gift Giving Guide

Adopt a Family

The following are wish lists from CCCC families (students and staff) who could use our help this year. Items for the families may be dropped off in Barbara Money's office (G113/SCC) or in Carol Jenkins' office (B250/CC).

Family #1

male, teen: jeans (32/34)
shirt (large)
socks
underwear (32)
"Fossil" watch
mother: blouses (medium 9/10)
jeans (7)
shoes (7)
bobby socks
pierced earrings

Family #3

female, 12 yrs: books
jeans (14-girls)
dresses (14-girls, dark colors—no flowers)
gloves and hat
full slip, long underwear
long coat, black or earth tone
female, 10 yrs: books
clothes (turtlenecks) (12-girls)
gloves and hat
long coat—blue or pink
Junior Girl Scout canteen/
pocket knife
full slip, long underwear
male, 9 yrs: books
long-sleeved shirts, army colors
jeans, black or blue (12-slim)
gloves and hat

Family #2

female, 17 yrs: sweat suits (x-large)
jeans (18 average)
shirts (large)
female, 16 yrs: big face watch
jeans (18 short)
shirts (large)
jeans (34/32)
shirts (large)
shoes (11N)
male, 15 yrs: black jeans (34/32)
black shirt (large)
shoes (9)
male, 13 yrs: black jeans (34/32)
black shirt (large)
shoes (9)
female, 17 mo: toys
clothes (4t)
shoes (7)

Family #4

male, 18 yrs: drawing pad, pencils, misc.
art supplies
clothes (XL 36/34)
female, 15 yrs: cassette tape: "Rags'n
Bones" by XTC
clothes (9/10)
cassette tape: "Best of Lou
Reed"
clothes (9/10)
male, 6 yrs: cowboy "stuff" (hat, gun)
clothes (6)
female, 6 yrs: toy dishes (baby doll size)
clothes (6)

Women's Shelter

The ex-residents of the Collin County Women's Shelter have been adopted for gifts, but wished for holiday trees and decorations. We will be donating our "Christmas Around the World" trees to them.

The Women's Shelter needs the following items:

<i>paper towels</i>	<i>napkins</i>	<i>facial tissues</i>
<i>toilet paper</i>	<i>baggies</i>	<i>aluminum foil</i>
<i>plastic wrap</i>	<i>cleaning supplies</i>	

Samaritan Inn

Samaritan Inn can use warm clothes (i.e. coats, hats, scarves, etc.) and coffee. CCCC will also be focusing on toiletry items:

<i>toothbrushes</i>	<i>deodorant</i>	<i>combs/brushes</i>
<i>tooth paste</i>	<i>towels</i>	<i>soap</i>
<i>shaving cream</i>	<i>shampoo</i>	
<i>disposable razors</i>		

Items for the Women's Shelter, Samaritan Inn or P.U.S.H. may be placed in the boxes in the first floor atriums at either campus.

Preparing for Kwanzaa

From: Norma Adams Wade

Many local African-Americans will begin preparing for Kwanzaa early this month.

Kwanzaa is based on the African custom of celebrating the first fruit of the season. During the observance, blacks celebrate seven principles, including community and family unity, economic cooperation and self-determination.

Kwanzaa runs from Dec. 26-Jan. 1.

New CCCC Business Cards!

Both the design and the system for ordering business cards have changed. Please read over these new guidelines for ordering cards so we can get this new system off the ground quickly and efficiently.

The new way to order business cards:

1. Send a *Reprographics Center* (formerly "the print shop") *Service Request* form to the Public Information Office (P.I.) with a detailed description of the new business card (name, title, campus denotation, phone numbers for both campuses)
2. P.I. will typeset the new information and will send a copy of it back to the originator for proofreading.
3. Upon approval of the artwork (via E-mail, inter-office mail, or phone), P.I. will send the artwork and the *Reprographics Center Service Request* form to the Reprographics Center for printing.
4. Reprographics will send the finished cards to the originator and do a chargeback to the originator's department for the billing of the cards.

P.I. will process the business card orders as quickly as possible. There has been a backlog in the last couple weeks trying to get this new system off the ground—soon we will be caught up!

There are some changes on the college business cards. When you order a set, you can have:

1. the campus where your office is under your name, or
2. your *main* telephone number under your name and your *other campus* number under that address, or

P.U.S.H.

People United to Serve Humanity (P.U.S.H.) supplies toys/gifts to Collin County residents who have been identified by Information & Referral as being in need. Items should be unwrapped so that they may be distributed appropriately.

Teen items needed are:

<i>blow dryers</i>	<i>clocks</i>	<i>"walkman"</i>
<i>curling iron</i>	<i>radios</i>	<i>tapes</i>
<i>make up</i>		

3. both the campus and your *main* number under your name (see Martha's example), or
4. just your name and title with no campus denotation or phone number under your name (see Vicki's example).



**Collin County
Community
College**

Central Campus
2200 W. University Dr.
P.O. Box 8001
McKinney, Texas 75069-8001
(214) 548-6608

Spring Creek Campus
2800 E. Spring Creek Pkwy.
Plano, Texas 75074

Martha Ellis

*Director of Organizational, Staff
and Program Development*

Spring Creek Campus
(214) 881-5814



**Collin County
Community
College**

Central Campus
2200 W. University Dr.
P.O. Box 8001
McKinney, Texas 75069-8001
(214) 548-6741

Spring Creek Campus
2800 E. Spring Creek Pkwy.
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(214) 881-5741

Vicki B. Harris

Registrar

If you have any questions, please call Virginia McLean at ext. 6615.

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A bi-weekly newsletter for the employees of Collin County Community College. Issues are distributed by inter-office mail on alternating Mondays.

Submissions are due by end of the day on the Tuesday before publish date. Please send all articles and ideas to Donna Lyall in the Public Information Office or call ext. 6615.

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