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Caleidoscope 8/24/1992

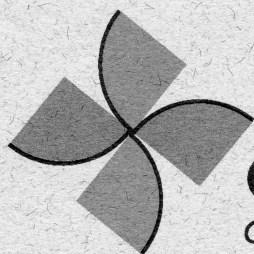
Marisela Cadena-Smith

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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

Aug. 24, 1992

No. 244

Caleidoscope Show

Title: TBA
Air Time: Plano Telecable, channel 35
Monday, Aug. 24, 5 p.m.
Tuesday, Aug. 25, 9 p.m.

Title: TBA
Air Time: Plano Telecable, channel 35
Monday, Aug. 31, 5 p.m.
Tuesday, Sept. 1, 9 p.m.

Volunteers Are Needed

Wear cool clothes, bring your sodas and sit in the shade under the CCCC booth at the Allen Country Fair, 9 a.m.-7 p.m., Saturday, Sept. 12.

Volunteers are needed. Please contact Rebecca Crowell, ext. 5711. Your help will be greatly appreciated.

Co-op News

The Co-op division is proud to announce they have been awarded a grant for Title VIII funds. These funds will enable new growth in Cooperative Work Experience programs. We will also be able to offer academic internships previously not available. Please let your students know.

Pictures

Last call for pictures for the Staff Directory! If you did not have your picture taken at the All Staff Day on Aug. 21 or before that, please come by and have it taken, 10 a.m.-noon on Tuesday, Aug. 25 at CPC in the Boardroom or 8:30 a.m.-noon on Wednesday, Aug. 26 at SCC in F102.

Emergency/Safety Procedures

All employees should have received a copy of CCCC's Emergency/Safety Procedures. All employees are encouraged to read the updated procedures and have the sheet available for emergency use if needed. Call Plant Operations with any suggestions or questions, or with requests for extra copies.

Reminder

Just a reminder that all items to be posted on campus bulletin boards must receive an approval stamp, date and signature from a member of the Student Activities personnel.

Faculty and staff are welcome to post items pertaining to campus event and opportunities, personal notices and community information.

At the discretion of the director of student of activities, college-wide programs and events may also be posted on the six Spring Creek Campus kiosks (outdoor bulletin boards).

All items may be approved and posted for a maximum period of four weeks.

Transition Plan

The Transition Plan for the Americans with Disabilities Act for CCCC is on reserve at the circulation desk of the LRC at both Central Park and Spring Creek campuses. For more information, call Martha Ellis at ext. 6606.

All VAX Users

Attention all VAX users: Please remember to log off the system at the end of the workday. It is also a good idea for security reasons to log off each time you will be away from your terminal or PC.

Likewise, you should never allow any other user to work your username and password. To receive a username and password, please fill out a Computer Service Access Request form and return it to Jessie Abbott-White at Computer Services, Central Park Campus.

News from Technical Services

TELECOMMUNICATIONS NEWS

No More Third Party Billing!!

If you find yourself going out of town on a business trip or need to make a business call from an off-campus phone, you need a MCI calling card. To get your MCI calling card, submit a written request signed by your dean or vice president.

Foundation News

CONGRATULATIONS MARGARET

Margaret Reynolds, CCCC Board Secretary, will become a member of the Foundation Board of Directors at its Aug. 27 meeting. Reynolds is no stranger to CCCC as she has served on the Board of Trustees for the past four years. The Foundation welcomes Reynolds, and we look forward to a long and successful association. She succeeds Trustee Tino Trujillo on the Foundation Board.

EMERGENCY LOANS

The Foundation is pleased to announce that we have been able to award 10 emergency loans to date for 1992 totalling \$2,275. Based on previous years' figures, that number will increase by 40 percent before the end of December. CCCC's faculty and staff are to be commended for their continued participation in this important program that helps colleagues through times of financial difficulty.

Due to the fact that this program is funded solely by your donations and repayment of loans awarded, it continues to operate as a result of your commitment. Although our fund is small, the good it produces is immeasurable.

We hope that you will again consider a contribution to the Employee Loan Fund through the 1992-93 Joint Venture Campaign. A donation form is included in this issue of the *Caleidoscope*. If you have any questions, call Shari Swift in the Institutional Advancement Office, Central Park Campus, at ext. 6611.

All donations are confidential and tax deductible to the extent permitted by law.

Our thanks once again for your encouragement of others through this important program.

NOTES FROM HUMAN RESOURCES

Upcoming Birthdays

Brian Boring	8/26
Helen Dupont	8/26
Charlene Gerson	8/26
Mary Jane Holloway	8/26
Brian Allison	8/27
Rita Parker	8/28
Marie Evans	8/31
Chris Grooms	8/31
Johnnie Bradford	9/2
Martha Tolleson	9/2
Doug Wintermute	9/3
Leslie Gee	9/4
Lillie Palmer	9/4
Luther Akins	9/6
Kathy Kerby	9/6
Elton Huey	9/7

PROMOTIONS

Congratulations to the following people on their promotions:

Helene Cavanaugh Assistant Director, CWE

Steve Hardy Dean, Continuing Education

Debbie Zimmerer Assistant Director, CWE Job Development and Student Recruitment

Worrying is like a rocking chair—

It keeps you busy,

But gets you nowhere.

Juanita Austin

(as told to her by her grandmother)

Wellness News

Sam Tullock is Named Wellness Member of the Year.

Sam Tullock has been a wellness member since July 1991. Since then, he has met many of his wellness goals, including decreasing weight, percent body fat, cholesterol and blood pressure. His endurance, strength and flexibility have also been improved through an exercise program designed especially for him. Sam's wellness program consists of running, weight lifting, and relaxation exercises. Congratulations, Sam!

Wellness Members of the Month Model Good Health in 1992

Peter Huey, John Mullin, Billie Collins, Rhonda Thomas, and Larry Stern have received the distinction of Wellness Members of the Month. These employees have demonstrated the importance of making health a top priority in their life. Please congratulate them!

WYBO Members Keep Going Strong

The WYBO club has walked over 2,081 miles since September 1991. Those participating in the club are **Peggy Crook, Kandy Crook, Rhonda Thomas, Stephanie Hanson, Sandra Marton, Dawn Garcia, Karen Farrell, Jean Sobotka, Elizabeth Cowan and Tracy Bains**. For an information packet on the WYBO club, please contact the Wellness Program.

AIDS education for employees is coming in October. For more information on AIDS, call 1-800-342-AIDS. AIDS is everyone's problem; get educated.

North Texas Medical Center is sponsoring a **free skin cancer screening** on Aug. 29, 9 a.m. to noon, at Westpark Campus in McKinney. Reservations required by calling 214-548-5320 or metro 238-6473.

Employee CPR classes—Sept. 18, noon-5 p.m., room A117/CPC, preregister by Sept. 16; or Sept. 25, 12-5 p.m., room A217/SCC, preregister by Sept. 26.

Wellness Tennis Lessons—Sept. 28 to Sept. 30 (W only), 4:30-5:45 p.m., Tennis Courts/SCC, preregister by Sept. 26.

Blood Profile—Sept. 29, 7:30-8:30 a.m., A117/CPC, preregister by Sept. 28; Sept. 30 7:30-8:30 a.m., A217/SCC, Preregister by Sept. 29. Fast for 12 hours prior to test. A wide variety of blood

profiles are offered.

Massage Therapy Workshop—Sept. 30, 6:30-8:30 p.m., B315/CPC, Preregister by Sept. 29, Fee is \$5 per couple. Instructor: Ginger Christeson, certified massage therapist.

For more information on the Wellness Program, call Beverly Tremain at ext. 5777.

Catherine the Great

CCCC is sponsoring an overview of the Catherine the Great: Treasures of Imperial Russia exhibit Wednesday, Sept. 2. It is presented by the Dallas Historical Society.

The overview, which is free and open to the public, will include slides and lectures on Catherine the Great and her collection of more than 300 items from the Hermitage Gallery in St. Petersburg, Russia.

Sponsored by the Arts and Humanities, Continuing Education and Institutional Advancement divisions, the overview will begin at 10:30 a.m. in the John Anthony Theatre at Spring Creek Campus. For more information, call the Continuing Education department at (214) 881-5615.

New Board Officers

The Collin County Community College Board of Trustees elected new officers at the Aug. 4 board meeting at Central Park Campus in McKinney. Carey Cox, who has served as the board's chair since the college district was formed in 1985, was re-elected by the board as their chairman. Elected as the board's vice chair was Sue Willard Olivier. Dr. E.T. Boon will serve as the board's treasurer, and Margaret F. Reynolds was chosen to be the secretary for the nine-member board. Cox, Olivier, Boon and Reynolds will hold their respective offices until board members are re-elected in April 1994.

Input Wanted on College Style Guidelines

Attention: Anyone Who Puts Out a Newsletter or Other Publication

Please call Jill Klancnik, Public Information Writer, at ext. 5615 during the next week. The Public Information Office would like to make some revisions to the college style guidelines, and we want your input. We need specific guidelines that you feel are important to your publication. We would like to have a group meeting, if possible, during the week of Sept. 7-11.

Theatre Production Schedule

1992-1993

(E) Evening
(M) Matinee

Fall

Noises Off (British farce)

John Anthony Theatre

Audition date: Tuesday, Sept. 8

Production dates: Oct. 15-16 (M)
Oct. 17 (M & E)
Oct. 18 (M)
Oct. 21-24 (E)
Oct. 25 (M)

American College Theatre Festival

John Anthony Theatre

Eight productions between Oct. 31-Nov. 3

A Christmas Carol? (new circus musical)

Black Box Theatre

Audition date: Monday, Oct. 19

Production dates: Dec. 10-11 (M)
Dec. 12-13 (M & E)
Dec. 15-18 (M)
Dec. 19 (M & E)
Dec. 20 (M)

Spring

The Hands of Its Enemy (drama about the deaf)

John Anthony Theatre

Audition date: Tuesday, Jan. 19

Production dates: Feb. 25-26 (M)
Feb. 27 (M & E)
Feb. 28 (M)
March 3-6 (E)
March 7 (M)

Stand-Up Tragedy (a "street rap" drama)

Black Box Theatre

Audition date: Monday, March 8

Production dates: April 22-23 (E)
April 24 (M & E)
April 25 (M)
April 28-May 1 (E)
May 2 (M)

For more information, call Brad Baker at ext. 5679.

Staff and Faculty Opportunities

CALL FOR PAPERS

The Popular Culture Association/American Culture Association is calling for papers. The deadline for submission is Oct. 1. The association's annual meeting will be held April 7-10 in New Orleans. Participants in all areas of the arts, humanities, social sciences and physical sciences are invited to attend.

CONFERENCE FOR WOMEN

The 6th Annual International Conference for Women in Higher Education is calling for papers. The deadline for submission is Oct. 15. Papers can be written in the areas of equity issues, women in their discipline, career mobility, networking, support systems, the future, etc. Special attention will be given to papers presenting the international perspective on a selected topic. Their annual meeting will be held Jan. 7-9, 1993 at the Westin Paso Del Norte, El Paso. The meeting will provide a forum for discussing areas relevant to women.

CONFERENCE ON COLLEGE TEACHING

The 5th Annual Lilly Conference on College Teaching-West is calling for papers. The proposal deadline is Dec. 11. The conference will be held March 5-8, 1993 at Lake Arrowhead, CT. This is a weekend retreat for faculty to share proven pedagogies and insights about teaching. Papers, workshops and seminars are invited that provide a forum for faculty to discuss any areas affecting teaching and learning in or out of the classroom.

ARTICLES NEEDED

The Journal of American Association of Women in Community and Junior Colleges is calling for articles for its 1993 issue. The deadline is Nov. 15, and papers on women in technology, family issues, ethnic women, mentoring, leadership, learning styles, gender in curriculum and book reviews are welcome.

For more information on any of the above, call Martha Ellis at ext. 6606.

1993 SUMMER STIPENDS

The National Endowment for Humanities is offering \$4,000 stipends and \$4,750 with travel stipends to provide support for faculty and staff to devote two months to study or research. The deadline for applications is Oct. 1, and CCCC may nominate three faculty members. For more information call Martha Ellis at ext. 6606.

Employee Performance Evaluations

Sept. 2—Grand Hotel, Dallas \$125

American Management Association is sponsoring a "Conducting Employee Performance Evaluations" seminar. It will teach you how to appraise employees fairly and accurately, to boost morale even when giving negative feedback and to stop dreading the formal review. For more information, call Martha Ellis at ext. 6606.

HOW TO HANDLE CONFLICT AND MANAGER ANGER

Sept. 14—Dallas Marriott Quorum, 9 a.m. to 4 p.m. \$98

Sept. 22—Richardson Hilton Hotel, 9 a.m. to 4 p.m. \$98

The National Seminars' Group is sponsoring a seminar on conflict. Participants in this seminar will learn to become better conflict managers and how conflict can strengthen relationships, increase productivity and renew enthusiasm. It provides a positive, optimistic approach to managing anger. For more information, call Martha Ellis at ext. 6606.

TOTAL QUALITY MANAGEMENT WORKSHOPS

Oct. 13-14 Texas Instruments, Dallas

Nov. 2-3 Texas Instruments, Dallas

Nov. 23-24 Texas Instruments, Dallas

Dec. 15-16 Texas Instruments, Dallas

This interactive seminar will help employees gain knowledge about the principles and applications of total quality management, develop as a team player, and begin drafting a plan for TQM on our campus. For more information, call Martha Ellis at ext. 6606.

CRITICAL THINKING: TEACHING STRATEGIES WORKSHOP

Oct. 17-18—Doubletree Hotel, Austin \$195

This workshop emphasizes the basic concepts of critical thinking, teaching strategies, mastery of content, establishment of intellectual standards, interdisciplinary examples, and modes of evaluation and assessment. For more information call Martha Ellis at ext. 6606.

FROM THE REGISTRAR'S OFFICE

The purpose of the Family Educational Rights and Privacy Act (FERPA) of 1974, is to afford students rights with respect to their education records. These include the right to:

- inspect and review educational records
- seek amendment
- control disclosure
- file a complaint
- obtain a copy of the student records policy

Based on the right to control disclosure, an institution must maintain a record of requests for release of information at CCCC. This release of information is the responsibility of the registrar's office. Generally, a student's written permission is required prior to release of protected information. However, FERPA provides some exceptions to the right to control disclosure including:

- disclosure to school officials, with a legitimate educational interest
- disclosure to federal/state authorities for audit/evaluation, compliance activities
- disclosure in connection with financial aid
- disclosure to accrediting organizations
- disclosure to parents of a dependent student
- disclosure to comply with a judicial order or lawfully issued subpoena
- disclosure in connection with a health/safety emergency
- disclosure to students

For answers to specific questions call Vicki Harris or Peggy Burch.

Watch for details in upcoming issues on :

- posting grades
- use of Social Security numbers
- revised procedures for access to CCCC's student information system (mainframe computer)

**The average
coupon saves about 25¢.
It shows you're
frugal.**

Please return to the Institutional Advancement Office, Room A-114, Central Park Campus

PARTNERS IN EXCELLENCE

- ☐ Yes, I want to invest in the *Joint Venture Campaign!*

Name _____ Dept. _____

Campus/Home address _____

- ☐ I pledge the following each month: ☐ \$2 ☐ \$5 ☐ \$10 ☐ \$20
or

- ☐ I pledge a one-time investment of: \$ _____

☐ Amount enclosed: \$ _____ ☐ Balance to be billed: \$ _____

My pledge is to be paid by: ☐ Personal check ☐ Money order

* ☐ Electronic debit of my bank account ☐ VISA ☐ MasterCard

Card information: Acct #: _____ Exp. date: _____

Investor's signature



Date

* Electronic debit is no longer available.

**This one shows
you're committed.
To excellence.
To your colleagues.
To CCCC!**