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## Caleidoscope 7/19/1993

Marisela Cadena-Smith

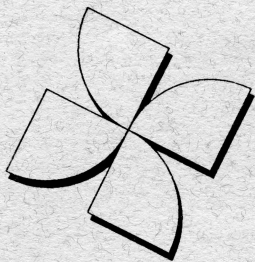
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# CALEIDOSCOPE

CCCC Employee Newsletter

July 19, 1993

No. 266

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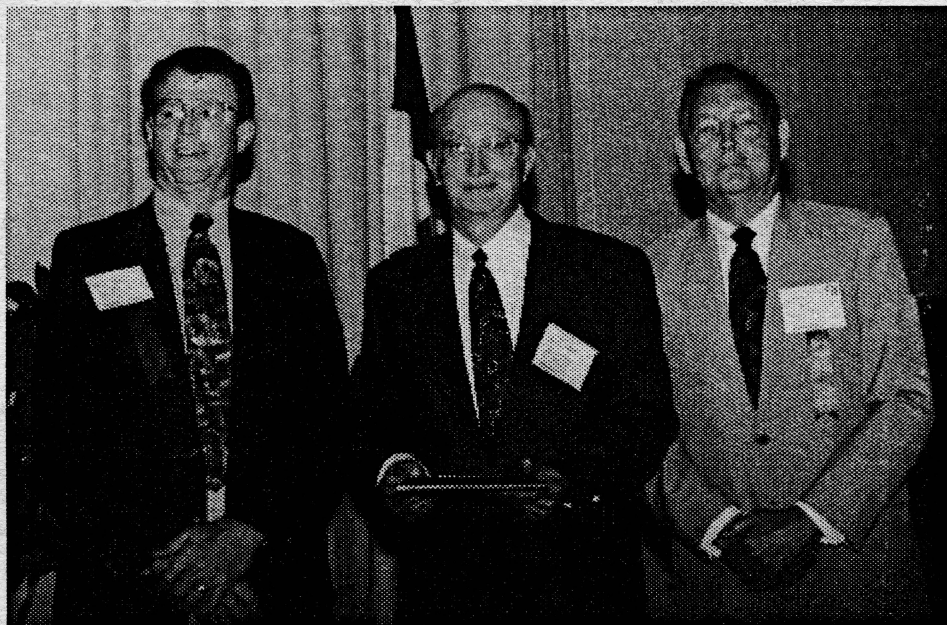
## Electronic Time Clocks

"A pilot project related to the application of electronic time clocks will be undertaken within the Business Office. If the project is successful, the use of electronic time clocks will be expanded to all **part-time** staff. The use of electronic time clocks would eliminate the need for timesheet preparation by part-time staff, including student assistants.

Contrary to rumor, there has never been any thought of expanding the use of electronic time clocks to full-time staff."

*Ralph Hall*

Vice President of Business Administration



## Our CEO Is the Best in the West

Last month Dr. Anthony received the Association of Community College Trustees Western Region CEO of the Year Award in at the regional conference in Jackson Hole, WY. With him in the photo are Bill Wyckoff (left), ACCT 1991-92 Western Region Chair and trustee of Labette Community College in Kansas, and Vaughn Sherman (right), ACCT president and trustee of Edmonds Community College in Washington. Sherman praised Dr. Anthony and his accomplishments during the award ceremony.

"John Anthony is considered an outstanding leader with a strong commitment to quality education," Sherman said. "He has great vision, thinks strategically, yet he does not over-manage. He gets along well with all people and handles all challenges, regardless of their magnitude, with dignity, poise and grace."

During the conference Dr. Anthony and Carey Cox, chair of the CCCC Board of Trustees, gave a presentation titled "Board Leadership: Building Tomorrow's Community Colleges in Today's Era of Budget Restrictions."

By winning the Western Region CEO award, Dr. Anthony also has been nominated for the national award for the ACCT CEO of the Year. This national honor will be presented at the ACCT national convention in Toronto this September.

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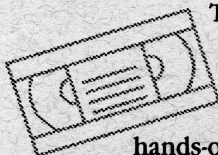


## Staff News

### Seeing Red

Thanks to everyone who donated or attempted to donate blood during the July 7 blood drives. A total of 27 pints were drawn at SCC and 26 pints were drawn at CPC. The next blood drive at CPC will be from 10 a.m.-2 p.m., Thursday, Oct. 28. This will be the annual Halloween drive.

### CCCC Video



The CCCC video highlights several areas of the college and stresses our hands-on philosophy. It is available for use as a recruitment or information tool. The Admissions Office will be using the video extensively this fall and throughout the year in their recruitment efforts.

Check out the new video... literally! Copies of the new six-minute CCCC general information video are now available at the Learning Resources Centers at both campuses. Five copies are available for check out at the LRC at Spring Creek Campus, and three copies are available at the LRC at Central Park Campus.

Please use these videos to help spread the word about CCCC.

### "Romeo and Juliet" Opens on Thursday

If you haven't already reserved your tickets for one of the upcoming performances of "Romeo and Juliet," you better do it now. This classic tale of love runs for 12 performances between July 21 and Aug. 1 in the John Anthony Theatre. Tickets are \$6 for general admission and \$4 for students, CCCC faculty and staff, and senior citizens. Call the Box Office at ext. 5809 to reserve your tickets today.

## Continuing Education Classes

### Friday, July 23

Beginning Lotus 1-2-3 (SCC)

### Saturday, July 24

Novell for End Users (SCC)

Marketing Your Service-Oriented Business (SCC)

Intro. to Microsoft Windows (SCC)

### Monday, July 26

Microsoft Word for Windows (SCC)

Intermediate Lotus 1-2-3 (SCC)

ESL/LEP Pre-beginning (SCC)

### Tuesday, July 27

How to Buy & Sell a Small Business (SCC)

Beginning Alpha 4 (SCC)

### Thursday, July 29

WordPerfect for Business II (SCC)

Advanced Graphics (SCC)

Spanish Conversation (SCC)

Russian Conversation (SCC)

French Conversation (SCC)

### Friday, July 30

Desktop Publishing for WordPerfect 5.1 (SCC)

For more information contact the Continuing Education Office at ext. 5850.

## Business Services Meeting

An open meeting to discuss the results of the Business Services Assessment will be held at 10 a.m., Thursday, July 22 in A220/CPC. This meeting is open to faculty, staff, students and community members. Advanced copies of the assessment will be available in the Institutional Research Office. For more information please contact the office at ext. 6618.

## Amber Rep at SCC

Gary Belt and Teresa Smith, representatives from Amber University, will visit with students from 5-8 p.m., Tuesday, July 27 in the Atrium/SCC.

## Steering Committee to Meet

The Steering Committee of the Self-Study will meet Wednesday, July 28 to continue its review of the second drafts of Sections IV and VI. The recommendations, suggestions and college proposals drafted for Sections II, III, V and part of IV have been distributed to the appropriate administrative units for their review and response. Each administrative unit is asked to submit a plan of action for implementing each recommendation, suggestion and college proposal that includes a time table and assigns administrative responsibility for implementation.

These recommendations, suggestions and college proposals will be submitted, along with the plans of action, to SACS as the Self-Study Addendum. Thank you for your continued support of the Self-Study.



## Staff and Faculty Opportunities

### The Manager's Role as a Coach

July 21 (Dallas—Fairmont Hotel)

Fee: \$59

In this seminar you will learn management training techniques to inspire employees to give their best. You will also discover your own personal management style.

### Freshman Experience Resource Seminars and Instructor Training Workshops

July 26-27 (DFW International Airport—Sheraton Grand Hotel)

Fee: \$145

Sponsored by the University of South Carolina, these experiential, fast-paced workshops offer a generic model for training instructors to teach freshman seminars.

### How to Handle Difficult People

July 30 (Dallas)

Aug. 16 (Denton)

Fee: \$69

In this seminar you will learn to identify and handle the most

common types of difficult people, turn confrontation into constructive stepping stones, and maintain your composure under fire.

### Assertive Communication Skills for Women

Aug. 5 or Aug. 6 (Dallas)

Fee: \$49

During this seminar women will learn to communicate more clearly, handle conflict positively, deal with difficult people, and project an image of confidence.

### How to Manage Projects, Priorities and Deadlines

Aug. 11 (Dallas)

Fee: \$98

Learn critical skills to keep you confidently in control of on-the-job pressures and deadlines.

### Dealing with Change

Aug. 17 (Dallas—Holiday Inn at LBJ and Jupiter)

Fee: \$79

Learn to stay functional during crisis, conflict and change.

### Call for Proposals

#### *Remaking Our World: A Shared Commitment*

Feb. 2-4 (San Antonio)

Proposal deadline: July 30

Papers for this conference should share your successes in the educational field. Topics could include, but are not limited to: helping students make transitions, meeting the challenge of diversity, educational reform and institutional effectiveness.

## Happy Birthday

Extend a happy birthday wish to all of these co-workers whose birthdays are upcoming.

### July

Jimmy Fitz-Gerald (12th)  
Frankie Joiner (12th)  
Patricia Greenlees (13th)  
Sharon Ulrich (13th)  
Jeff Watson (13th)  
Paula Roman (14th)  
Michael Bell (16th)  
Joy Lafon (16th)  
Suzanne Armstrong (18th)  
Donna Cartmill (18th)  
Diane Durbin (19th)  
Paul Ketchum (19th)  
Walt Nilsen (21st)  
Elizabeth Cowan (22nd)  
Erik Bushland (24th)  
Barbara Corner (24th)  
Cindy Howry-Moore (24th)  
John Scott (24th)  
Carol Upton (24th)  
Betty Wolfe (25th)  
Joe Jaynes (27th)  
Sherri Nation (28th)  
Martha Ellis (29th)  
Byrd Williams (29th)  
Ermena Garcia (30th)  
Sherry Wood (31st)



To the 10 people whose birthdays fell between July 12 and July 18, please accept the *Caleidoscope's* sincerest apologies for omitting your names in the last issue. Please forgive us for the oversight, and we hope you enjoyed your special day in spite of us.

## Caleidoscope Deadlines

*Submissions are due by 5 p.m. on:*      *For issue date of:*

Monday, July 12	Monday, July 19
Monday, July 26	Monday, Aug. 2

Please send submissions to Jill Klancnik, Public Relations, F102/SCC.



## Global EDGE Presents Program for TEA

Members of the Global EDGE Tech Prep Consortium have been asked by the Texas Education Agency to present a program titled "Providing a Quality School-to-Work Program through Career Guidance" in Austin on Thursday, July 22.

Because of their work with career awareness, Sylvia Kelley, director of Global EDGE; Mike Conroy, assistant principal at McKinney High School; and Marcie Woodrow, counselor at Memorial Elementary will discuss their involvement in the development of a career center (McKinney) and the recent publication of a document for primary grade teachers to incorporate career awareness activities into the classroom. One of the components of tech prep development in cooperation with CCCC has included integration of career/demand occupations information into the classroom and through counselors.

### TQM Workshop

The Global EDGE Tech Prep Consortium and the Region X Education Service recently co-sponsored a seven-day total quality management workshop at SCC. This pilot project provided tools and information for more than 100 participants from nine of the 14 independent school districts in Collin County.

School superintendents, principals and other administrators, and teachers concluded their training by discussing total quality learning with business representatives and other educators. Martha Ellis participated in the discussions. They also met individually among their districts to plan how they will incorporate the TQM skills they learned into their daily activities.

Another series of similar workshops will be planned for the fall. For more information please contact Sylvia Kelley at ext. 5850.

## Weekly Wellness News

*Call Beverly Tremain at ext. 5777 for more information on Wellness programs.*

### Ongoing Wellness Activities

#### Open Aerobics

M-R 12:10-1 p.m. A107/SCC

#### Open Aerobics

MW 4-5 p.m. B207/CPC

#### Circuit Weight Training

MW 3-4 p.m. B207/CPC

TR 3:30-5 p.m. B207/CPC

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### Teleconference

Title: *How Communities Can Create Safe, Disciplined Schools*

Date: Tuesday, July 20

Time: 7:30-8:30 p.m.

For more information contact Wendy Burton at ext. 5828.