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Caleidoscope

Collin County Community College Employee Newsletter

Jan. 24, 1994

Published by the Public Relations and Publications Department

No. 278

Leadership Philosophy Revisited

Dr. John H. Anthony

At CCCC all of us are in positions of leadership regardless of our area of responsibility. As leaders, our job is to promote and enhance personal growth, confidence and self-esteem throughout the college. It is important to the growth and vitality of our district to have staff and students feel good about themselves and the jobs they are doing.

Leadership is not a position but a relationship and as leaders, it is important to develop authentic, open and honest relationships—relationships without facade, relationships that exhibit empathy and unconditional positive regard for those who work with us.

Empathy and positive regard are not simply paying attention to other people, they also include the capacity to take in emotional

CONFIDENCE

ANXIETY

It is also our responsibility as leaders to reduce anxiety in the classroom and the workplace. Fear and anxiety produce conformance and avoidance behavior, not initiative and risk-taking so important to growth and learning. Staff and students need to feel strong and independent.

signals and make them meaningful in a relationship. Leaders relate to people in more intuitive and empathetic ways. Woodrow Wilson said, "We must lead with insight of the heart rather than of the intellect." Or to put it another way, we must lead with an "intelligent heart."

Caleidoscope is published every two weeks by the Public Relations and Publications Department.

Submissions of more than two paragraphs are preferred by diskette in WordPerfect.

Send submissions to Jill Klancnik, coordinator of public relations, F102/SCC, 881-5615.

Submission Deadline
Monday, Jan. 31 by 5 p.m.

Next issue—Feb. 7

PR & P fax number—881-5971.

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FOCUS for Free!

TNT FUSE is hosting the next FOCUS conference and making it free for all to attend. The conference is from 9 a.m.-4 p.m. on Thursday, Jan. 27 at JCPenney's Park Central building, 12700 Park Central (south of LBJ, west of Coit Road).

See "Free FOCUS," page 4

CCCC Sports Extravaganza!

Mark Saturday, Feb. 19 on your calendars—the date of the first sports extravaganza on SCC campus! Watch CCCC's tennis, baseball and basketball teams while enjoying hot dogs and refreshments. Look for more information in upcoming issues of *Caleidoscope*.

Staff News

Tech Prep Justice

Keith Haley, coordinator of the Criminal Justice Program, published an article titled "Career Ladders in Criminal Justice: Preparing Corrections Professionals Through Tech Prep Programs" in the November/December 1993 issue of the *Texas Journal of Corrections*. The Criminal Justice Program has been a major participant in establishing a Tech Prep program in criminal justice at McKinney High School.

Innovative Presentation

Mary Emerson gave a presentation titled "Institutionalizing the International Dimension Throughout the Campus," at the International Council for Innovation in Higher Education's 11th Annual International conference in Phoenix in December.

Dr. Kennedy, I Presume?

Joan Kennedy, English professor, has completed her Ph.D. degree in Humanities with a focus in Literary Studies at UTD. The title of her dissertation is "The Philosophical Picaresque from *Lazarillo de Tormes* to Camus' *The Plague*." Congratulations Dr. Joan!

With Sympathy

We wish to extend to extend our condolences to Jenny Williamson on the loss of her mother and to Shirley Kaczka on the loss of her father.

Wellness News

Employee Recognized for Wellness

Cathy Stark was selected as the Wellness Member of the Month for January. She received a T-shirt for modeling wellness. Congratulations Cathy.

Open Aerobics

At SCC

Instructor: Anne Hensarling
4-5 p.m. Wednesday and Friday
Dance Studio

At CPC

4-5 p.m. Monday and Wednesday
Dance Studio

Blood Profiles

Blood profiles will be drawn from 7:30-8:30 a.m. Thursday, Jan. 27 at CYC/A106. Registration is required by Wednesday, Jan. 26, and participants should fast for at least 12 hours prior to the profiles.

Yoga Classes

Yoga (the term means literally "union") aims at integration and harmonization of all the various human faculties—mind, emotions, body, spirit. Hatha Yoga, literally, "the union of opposites," is a series of physical poses, called asanas. Hatha Yoga teaches us how to quiet the mind by placing attention on the breath and on the movement (and stillness) of the body. Practicing Hatha Yoga makes the body stronger and more flexible.

Wear loose comfortable clothing and have bare feet. Bring one large towel or a cushion to help you sit with a straight back.

Yoga at SCC

Instructor: Denise Brown
4-5 p.m. Monday
Dance Studio

Yoga at CPC

4-5 p.m. Thursday
Dance Studio

For more information on Wellness opportunities, please contact Beverly Tremain at ext. 5777.

Wellness Cookbook

Send your original recipes now! We are compiling a cookbook that showcases the healthy recipes of college employees. We are interested in main entrees, casseroles, desserts, and other dishes you find delicious, but healthy. The cookbooks will be sold at a later date. Please be sure to send only original recipes to Beverly Tremain, Wellness Program Coordinator.

Recipe for Wellness!



Name of Recipe _____

Ingredients

_____	_____	_____
_____	_____	_____
_____	_____	_____

Instructions

Dietetic Information (calories from fat, special ingredients, etc.)

_____	_____
_____	_____

Staff and Faculty Opportunities

Rethinking Faculty Work and Evaluation

(AAHE conference on faculty roles and rewards)

Jan. 28–30 New Orleans

Fee: \$315 (\$240 if three or more attend)

This seminar will include four workshop tracks: faculty work, institutional values and stakeholders' expectations; rethinking teaching and evaluation methods; rediscovering the public roles of faculty; and collective responsibilities and incentives to foster teamwork among faculty.

Work Force 2000

Jan. 30–Feb. 2 New Orleans

Fee: \$295

This annual conference convenes a broad base of practitioners and leaders engaged in work force training. Secretary of Labor Robert Reich will be one of the featured speakers.

The Efficient Assistant

Feb. 3 Southland Center Hotel (Dallas)

Fee: \$125

In this seminar you will learn to reach your full potential while mastering your role in the office and developing your innate talents.

The Basics of Writing Policies and Procedures

Feb. 4 Southland Center Hotel–Dallas

Fee: \$139

Learn to write policies everyone can understand, implement policies with ease, and write employee reviews.

Bridging the Gap—Government and Technology in the Info. Age

Feb. 16–18 Austin

Fee: \$195

This seminar includes workshops in strategic planning, project management, object-orientation technologies, security, interpretation of technologies, etc.; a government solution center; industry presentations and a TQM pavilion.

Characteristics of a Great Chair

(conference of community college chairs and deans)

Feb. 23–26 Phoenix

Fee: \$325

This conference addresses the needs of community college chairs and deans. There will be four keynote speakers, 53 concurrent sessions, and 21 discipline-specific small group discussions.

Writers Wanted—deadline approaching!

Submissions are needed for the spring issue of *A.N. Outlook*, CCCC's Associate Faculty Journal. Article topics can include: community college teaching/learning in your discipline (four-page limit, single spaced); book reviews on new publications on teaching/learning, higher education, technology in education or diversity (one-page limit, single spaced); teaching tips (one-page limit, single spaced); and your research projects (four-page limit, single spaced). *A.N. Outlook* is distributed to all CCCC faculty and staff development directors at community colleges throughout the country.

The submission deadline is Tuesday, Feb. 1. Submissions and questions should be directed to Martha Ellis at ext. 6606.

For more information on the above opportunities, please contact Martha Ellis at ext. 6606.

Just Around the Corner

The SACS visiting team will be here April 18–21. Don't forget to mark your calendar.



Bus to TJCTA

The Council on Excellence is providing a bus to the TJCTA Convention. The bus will be leaving for San Antonio Saturday, Feb. 26. In order to estimate the number of people going on the trip, please let me know your plans by Tuesday, Feb. 15. Either call me at extension 6820 or send me a note through the mail to CPC. Thank you.

Bus Daddy, Larry Collins

Comment on Addendum

Don't forget to fill out comment sheets on the self-study addendum and return to Martha Ellis or Kay Mizell by Monday, Feb. 7.

Child Care Available

The Child Care Center at CPC is enrolling children ages 3–5 for morning and full-day programs. The program is available for faculty, staff, students and community members. The fees are:

Morning (7:30 a.m.–12:30 p.m.)

\$25 two mornings

\$35 three mornings

\$55 five mornings

Full-day (7:30 a.m.–5:30 p.m.)

\$75 per week (includes lunch, and snacks in the morning and afternoon)

For more information, please contact Kim Nithiananda at ext. 5945.

Free FOCUS

Continued from page 1

This would be a good conference to attend for those of you who are new to FOCUS—since it is free and there will be an Introduction to FOCUS session. This is the schedule for the day:

8:30–9 a.m.

Continental breakfast.

9–9:30 a.m.

Welcome

10–11 a.m.

Introduction to FOCUS
Reporting: Tips and
Techniques

11 a.m.–11:30 a.m.

IBI's FOCUS on Education

11:30–1 p.m.

Lunch (on your own)

1–2:30 p.m.

An Introduction to Net-
work-based Computing

2:30–2:45

Break

2:45–3:45

Putting It All Together

3:45–4 p.m.

Closing Remarks

Feel free to stay all day or drop in on whichever presentation interests you. To reserve space for the conference, contact Teresa Holladay at (214) 431-2614. For more information, please contact Susan Paulson at ext. 6647.

May the Forces Be With You

Marketing

The marketing task force has lost a considerable number of its members (changes in jobs or locations, moves, etc.). During the current year, we are continuing the significant task of producing an institution-wide marketing plan, and we need some additional help! This is an excellent opportunity for any faculty or staff interested in the recruiting and marketing process. We are especially interested in adding more faculty members to our roster.

Please call Thomas Stearns at ext. 5712 or Tom Rodgers at ext. 6882 if you would like to be a part of this important effort. If you're not sure whether you want to join or not, at least consider attending our next meeting at 11 a.m. on Wednesday, Feb. 2, SCC/F110 to check it out.

Connections

As you contemplate membership and involvement in the numerous college task forces, please note that the first meeting of the Connections Task Force will be at 3 p.m. Tuesday, Feb. 1 in CPC/E211.

The Connections Task Force was formed several years ago with the goal of creating a week of interdisciplinary activities and events. Past topics have included technology, nature, civilization at risk, ethics and disabilities. Each year a new topic is selected and suggestions for activities or events are solicited from all CCCC faculty. If you are interested in helping shape this year's topic and/or activities, please plan to attend this meeting or call Carol Jenkins at ext. 6687.

Task Forces and Councils

Over the next few months *Caleidoscope* will feature descriptions of college task forces to help familiarize everyone with their purpose and membership. Here are the first four.

Academic Progress

Addresses student's progress in class, makes recommendations on suspensions and probations, and meets with students who appeal petition to reenroll decisions.

Membership:

- 1 Chair
- 4 Credit Faculty
- 3 Students
- 2 Student Development Staff
- 2 Developmental Education Faculty
- 2 At Large

Advising

Serves as an advisory group regarding the coordination of college-wide advising. Develops recommendations regarding policy and procedure in advising. Works in concert with the Registration Advisory Group.

Membership:

Appointed by the All College Council from faculty, staff and student body.

All College Council

Enhances communication, furthers the spirit of community, examines college plans and priorities, identifies current and future issues and challenges, and recommends policies, procedures and solutions in attempting to fulfill college needs.

Membership:

Elected from faculty and staff by salary level.

Appeals

Standing committee comprised of staff members who have been elected by full-time college employees to aid employees with unresolved concerns.

Membership:

Elected from faculty and staff every two years.

Evening Administrators

The evening administrators for the spring semester, whose hours of responsibility are from 6–10 p.m. weeknights and 8 a.m.–noon Saturday mornings, are:

CPC

Monday	Belinda Newman
Tuesday	Martha Tolleson
Wednesday	Rita Parker
Thursday	Larry Collins
Saturday	Joe Jaynes

SCC

Monday	Mitchell Smith
Tuesday	Helen Dupont
Wednesday	Beth Porter
Thursday	Denise Brown
Saturday	Paula Roman



Terra Nova is Back! and other Exciting Theatre News!

Mark your calendars now, and make plans to attend the special One-Night-Only benefit performance of Quad C's national award winning drama, "Terra Nova." The benefit performance will be held in the John Anthony Theatre on Monday Feb. 21 at 8 p.m.

This is your final opportunity to see this critically acclaimed production before it tours to the Regional Finals of the American College Theatre Festival in Fayetteville, Arkansas.

What is "Terra Nova" about? You mean you didn't see it this past October? Well, here goes: In the winter of 1911-12, five Englishmen and five Norwegians raced each other to the bottom of the earth. Only the five Norwegians returned. This is the story of the Englishmen. An intense action-drama written by Ted Tally (the Academy Award-winning author of "Silence of the Lambs"), "Terra Nova" touchingly dramatizes the final, deadly journey of explorer Robert Falcon Scott.

All tickets to this performance are \$5, and the proceeds benefit the CCCC Theatre Partners Fund.

Upcoming Production

In addition, you should also reserve your tickets now for "Stefanie Hero," a spectacular new fantasy play written by Mark Medoff (the internationally-acclaimed author of "Children of a Lesser God"). Both charming and irreverent, "Stefanie Hero," tells a delightful fable about the young Princess Stefanie, whose world is not all she would like it to be.

Her father is not around, and her mother doesn't seem too concerned with being either mother or Queen. So, Stefanie is forced to raise herself, play mother to her brothers and sisters, and she must protect the land from evil sorcerers and a gigantic dragon... A formidable task for a young girl of 16!

"Stefanie Hero," has been called "the first important family play of the 1990s" and is destined to become a new American classic in dramatic literature for youth audiences.

The show runs 10 performances in the John Anthony Theatre between March 3-13. Tickets are \$6 for general admission, \$4 for students, youths and senior citizens. Special group rates (hint! save money!) are available for groups of 10 or more. Reserve tickets for your group today by calling the Quad C Theatre box office at 881-5809.

Plan ahead... this show will likely sell out!

In addition to allowing CCCC to perform his play first, Mr. Medoff will also travel to Plano to work with the cast and crew on this production as he finalizes the script for publication. You may recall that Mr. Medoff visited the CCCC campus last year to work on Quad C's hit production of "The Hands of Its Enemy," recently cited by *The Dallas Morning News* as one of the Top Ten Community Arts Events in the Metroplex for 1993!

Don't miss out on the excitement of Quad C Theatre this spring! Call the box office now at ext. 5809!

Happy Birthday!

January

Betty Connatser (25th)
Sandra Everett (25th)
James Sigona (25th)
Carole Boatright (26th)
Karen Freiman (26th)
Vivian Lilly (26th)
Brenda McNease (26th)



Jill Prince Klancnik (28th)
Ralph Hall (30th)
Thomas McAuliff (30th)
Tammy O'Bier (30th)
Karla Payne (30th)
Lawrence Stern (30th)
Cheri Troppy (30th)
Allan Garrison (31st)



Billy James (31st)
Estelita Young (31st)

February

Mary Afsharirad (1st)
Leland Anthony (3rd)
Stephanie Hanson (4th)
Diana Miley (4th)
Linda Shoup (4th)



Continuing Education Classes

For more information on any of these classes, please contact the CE Division at 985-3750. To register, contact the Registrar's Office at 985-3720.

Please register for any of the following CE classes at least three days prior to the first class.

Central Park Campus

Tuesday, Jan. 25

Electronic Calculator

Tuesday, Feb. 1

Intro. to Macintosh

Thursday, Feb. 3

Taxes and You

Tuesday, Feb. 8

Financial Strategies for a Successful Retirement

Courtyard Center for Professional and Economic Development

Tuesday, Jan. 25

Intro. to Travel Agent Training

Getting Started in TQM

Intro. to Professional Cake Decorating

Auto and Home Audio System

ESL/LEP Basic Skills Lab

Instrument Rating Ground School

Job Search and Employment

GMAT—Verbal Review

GRE Preparation—Math

Wednesday, Jan. 26

Business English—Grammar Review

GMAT—Math Review

GRE Preparation—Verbal

Thursday, Jan. 27

Electronic Calculator

Event Planning

Medical Terminology for the Office

Private Pilot Ground School

Securing Your Financial Future

Friday, Jan. 28

Real Estate Appraisal

Real Estate Principles I

DOS I

Saturday, Jan. 29

Medical Insurance Coding

Intermediate Spanish

Beginning Arabic

Sunday, Jan. 30

Beginning Italian

Beginning Farsi

Monday, Jan. 31

Intro. to Human Resource Management

Food Sanitation and Safety

Microsoft Windows 3.1

Manager's Intro. to LANs

Tuesday, Feb. 1

Presentation Skills/Techniques

Selling Travel Products

Compensation and Benefits

Performance Appraisal

Better Writing=Better Business

DOS I

Intro. to DOS

Technical Writing/Business

Basic Spanish

Wednesday, Feb. 2

Proofreading and Editing

Environmental Photography

Home Accessories

Electronic Cottage

DOS I

Thursday, Feb. 3

Homeowner Landscape Management

Welsh Language and Culture

Straight from the Heart: Romance/
Fiction

Intermediate/Advanced Fiction
Critiquing Workshop

Saturday, Feb. 5

Speech Dynamics for Powerful
Presentations

Developing a Business Plan

Refresher Typing

DOS I

Electrical Code—Exam Preparation

Speaking American English: Accent
Reduction

Beginning Irish

German for Business/Travel

Russian Conversation

How Washington Affects You

Beginning Latin

Sunday, Feb. 6

Writer's Guide to Copyright Laws

Intermediate Irish

Ancient Irish Literature and Myths

Monday, Feb. 7

How to Operate a Ham Radio

Behavior Development Management

Refresher Typing/Speedbuilding

Office Procedures

Medical Office Management and
Procedures

Professional Catering I

Beginning Mandarin Chinese

Tuesday, Feb. 8

Financial Strategies for Successful
Retirement

The Growing Enterprise

Legal Secretarial Procedures

Microsoft Word for DOS

Intro. to Microcomputers

Spanish for Landscapers

I'm Ready to Write—How To's of
Becoming a Successful Writer

Plano East

Monday, Jan. 31

Basic Spanish

Wednesday, Feb. 2

Computer Aided Design

Thursday, Feb. 3

Taxes and You

Plano Senior High

Tuesday, Jan. 25

Records Management

SAT—Math Review

Thursday, Jan. 27

SAT—English Review

Thursday, Feb. 3

Air Conditioning/Heating

Prosper

Tuesday, Feb. 1

DOS I

Spring Creek Campus

Tuesday, Jan. 25

Applied Psychology

Beginning Typing/PC

Word Processing I

Word Processing II

Thursday, Jan. 27

Great Books Discussion Group

Celebration of Cultures – April 4–8

Win a Celebration of Cultures T-Shirt

Submit questions for the Celebration of Cultures educational quiz program and you may win. For each question you provide, your name will be submitted for a drawing for a Celebration of Cultures T-shirt. There is no limit to the number of questions that you may submit. Submit your questions to Ehi Agboaye, Jill Klancnik or Peggy Breedlove by Feb. 21. The drawing will be held during the quiz program on April 7.

Examples of questions needed:

- Nations' capitals
- Prominent rivers, mountains, lakes, etc.
- Names of political leaders/parties
- Annual events of international prominence
- Religions of the world
- Specific to a culture: flags, anthems, holidays, festivals, national birds, currencies, coins, educational institutions, art, historical events, etc.

Sweatshirts

The Celebration of Cultures flag sweatshirts have been so popular that we are attempting to order more. We must have a minimum of 25 to order them. If you are interested in getting one, contact Peggy Breedlove by Jan. 31. The cost is \$18. We currently have the celebration of Cultures T-shirts for sale in G205.

Geography Quiz

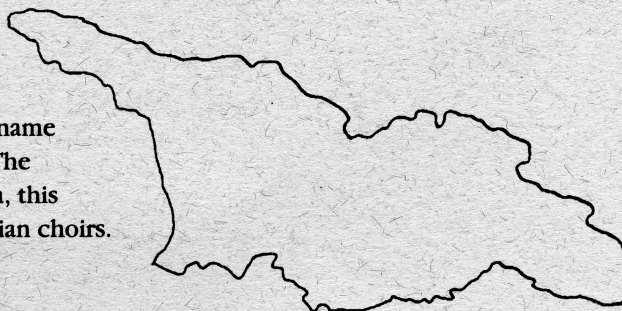
Congratulations to Mike Broyles as the winner of the Celebrations of Cultures T-shirt drawing held during the All Staff Day on Jan. 14. He correctly identified our last quiz country as New Zealand, along with the following geography whizzes: Mike Cohick, Mike Voy, Dennis Holland, Jeff MacKinnon, Pam Justice, Ruth Dunlop, Yvonne Johnson and Carolyn Burgett.

We encourage everyone to participate this semester since there will be another T-shirt drawing during the Celebration of Cultures (April 4–8). Remember, there is no limit as to how many countries you may name, so submit as many separate entries as you can with the names of the upcoming countries.

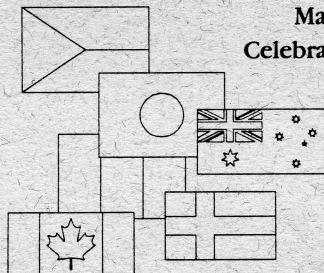
Call Edelin Rubino at ext. 5956 or Hazel Phillips at ext. 6899 if you know the featured country in "Caucasian Realm" by Monday, Jan. 31.

Caucasian Realm

Historically unrelated to its Slavic neighbors, this newly independent republic's name holds southern charm. The birthplace of the basilica, this country boasts centenarian choirs. Name this place.



Adopt-A-Flag



Make sure your culture's flag is represented at the Celebration of Cultures by adopting a flag for only \$7.50.

Contact Peggy Breedlove at ext. 5703 for more information. Thanks to Mike Svobada for adopting the Czech flag and to Judy Matlock for the Switzerland flag!!

Teleconferences

Title: *I Taught It, but They Didn't Learn It: Beyond the "Yes, but..."*

Time: 2–3:30 p.m.

Date: Wednesday, Jan. 26

Place: Bijou II

Title: *Liability Issues and Education*

Time: 12:30–2 p.m.

Date: Thursday, Jan. 27

Place: Bijou II

Title: *I Taught It, but They Didn't Learn It: Sharpening Your Teaching Skills*

Time: 2–3 p.m.

Date: Wednesday, Feb. 2

Place: Bijou II

Title: *I Taught It, but They Didn't Learn It: Student Learning Strategies*

Time: 2–3:30 p.m.

Date: Wednesday, Feb. 9

Place: Bijou II

Title: *A New Era of Discovery: Plans for Research on Space Stations*

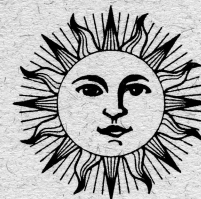
Time: noon–2 p.m.

Date: Thursday, Feb. 17

Place: Bijou II

For more information on teleconferences, please contact Wendy Burton at ext. 5828.

Inspirational Ideas from CCCers



Cathy Whitney, professor of biology

Invest for Success

Everything in life is what you make it.

Invest now and reap the rewards!

CCCC FACULTY HERE IS AN OFFER YOU CAN'T REFUSE!!

Do you ever need to be two places at once...

A Task Force Meeting **and** in class?

A Conference **and** in class?

Jury Duty **and** in class?

A Space Shuttle Launch **and** in class?

The usual option is to cancel class when you absolutely, positively must be somewhere else. We have another option for you to consider!

The Career Planning & Placement Staff would like to assist you by offering class presentations during those times you are unavailable. These can be adapted to any class length and can be an alternative to cancelling a class session.

FUTURE SHOP PROGRAMS AND SERVICES

- * Resume and Cover Letter Writing
- * Student Employment Services
- * Career Assessment Testing/Interpretations
- * Computerized Career Guidance Programs
- * Career Advising
- * Mentor Program
- * Internship Program
- * Videotape Mock Interview Program
- * Career Resource Library

Topics will include: how to choose a major, current job search strategies, responsibilities in the workplace, what qualities employers desire in their employees, personality types, work values and occupational interest areas, resume writing and interviewing techniques.

If you need a replacement or simply would like your classes to benefit from one of these programs, contact the Career Planning & Placement Department to schedule a program. Staff members available for presentations on any campus are Stephanie Ingram (x5775), Elaine Stewart (x6769) and Winona Whited (x6658).

WE WANT TO HELP YOU BE TWO PLACES AT ONCE!!