“Welcome Back”
PROGRAM
AND
IN-SERVICE TRAINING
AUGUST 19, 2005

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7:30 am Coffee, pastries, bagels, muffins, and fruit
Lobby, Schwartz Center

8:30 am President’s Message to the College
Schwartz Center

9:00 am Morning Program
Schwartz Center

- Introduction of Student Ambassadors
- Introduction of New Employees
- Employee Benefits
- Employee Service Awards
- President’s Award for Outstanding Service
- Marilyn Goodman Anderson Award for Excellence in Teaching
- Faculty Association Report
- CFCC Foundation, Inc. Campus Fund Drive

10:30 am Faculty Departmental Meetings
Respective Departments

12 noon Lunch
Cafeteria – First Floor,
Health Sciences/LRC Building addition

12noon – 3pm

   Dental Department will give away a free gift to any staff/faculty member that stops by the clinic between 12 noon and 3:00 pm.

Afternoon Workshops

Time   Workshop                                             Location
1:00 – 2:00 pm Communication Skills Necessary for Effective Leadership    L-308
       Presenter: Karen Brown
Employee Benefits  Schwartz Center Lobby
Presenter: John Upton and several benefits representatives

Motivation: My “MOJO” is alive, but not well  L-305
Presenter: Jason McCoy

The QEP at CFCC: A Critically Engaged Campus  L-309
Presenter: QEP Team

OSHA Hazard Communication Training  N-407
Presenter: Steve Beuth

1:00 – 3:00
International Studies in Community College: Faculty, Courses and the Curriculum L-107
Presenter: Rick Zigler

1:00 – 3:30
Fossils of Southeastern North Carolina – Tour of Quarry  S-408
Presenter: Phil Garwood

1:30-2:30
Video on Demand System  North Campus  NA-230
Presenter: David Seeger

2:00 – 2:30 pm  Break

2:30 – 3:30 pm
Communication Skills Necessary for Effective Leadership  L-311
Presenter: Karen Brown

Employee Benefits Workshop  Schwartz Center Lobby
Presenters: John Upton and several benefits representatives

Everything you ever wanted to know about Huskins  A-312
Presenter: Ben Horton and Kay Warren

Nutritious Work Day  N-202
Presenter: Nicole Hinson

OSHA Personal Protective Equipment Training  N-407
Presenter: Steve Beuth

3:00 – 4:00 pm
Video-on-Demand  North Campus  NA-330
Workshop Descriptions

Communication Skills Necessary for Effective Leadership
What kinds of communication behaviors should an effective manager/instructor be able to exhibit? How do I empower my staff or students? Which is best: upward or downward communication? What is “Situational Leadership?”

Employee Benefits Workshop
All your questions answered: Representatives will be on hand for one-on-one consultations and group presentations. With the transition from AFLAC to Wellington, employees will have new options such as debit cards for spending account, new options for term and modified whole life insurance without medical qualifications for some programs, new options for disability insurance, a new dental carrier with a unique carry-over plan, and many other new benefits.

Everything you ever wanted to know about Huskins
If you are teaching in the Huskins Program this year, this is an informational session that you will not want to miss! It is designed for all CFCC faculty who will be working with high school students. Please come for information that will promote a positive teaching experience. The session will address registration procedures, withdrawal and attendance policies, faculty parking, contact information, and other pertinent information. Please bring your questions and concerns about working with the high school population.

Fossils of Southeastern North Carolina
Learn about the fossils of SE North Carolina! This workshop will include a brief lecture about the many and varied fossils of this region. Descriptive packets will be supplied to each participant so that they will learn how to recognize the ancient flora and fauna of New Hanover County. Weather permitting, 25 faculty/staff members will board a bus and be given a tour of the Castle Hayne Quarry. Thirty – forty minutes will be set aside to gather specimens – yes, all will be on the lookout for the famous *junus caulderus*. Space is limited to the first 25, others may attend the first part of the workshop.

International Studies in the Community College: Faculty, Courses and the Curriculum
This video shows how community college faculty can better integrate international studies into their courses and programs of study.

Motivation: My “MOJO” is alive, but not well
Join faculty and staff as they share work related stories of psychological stress, fatigue, and despair. This 1-hour catharsis…workshop, is designed to remind, re-invigorate, and reinforce the noble and important role CFCC employees play. Emphasis will be placed on strategies for maintaining job related motivation.

**OSHA Hazard Communication Training**
Legally required for any employees who work with, or may potentially be exposed to hazardous chemicals.

Topics include:
- Identification of types and locations of hazardous chemicals used within our facilities.
- Use and understanding of Material Safety Data Sheets (MSDS)
- The text of the OSHA Hazard Communication Standard
- CFCC’s specific Program, including our inventory list, labeling, and proper handling.

Those who have already been trained are welcome, though not obligated to attend, unless new chemicals have been introduced to their work areas since their initial training.

**OSHA Personal Protective Equipment Training**
Legally required for any employee whose work may require the use of special clothing or other work accessories designed to create a barrier against workplace hazards.

Topics include:
- Identifying the need for, and the employer’s obligation to provide PPE
- Description of the types and proper use of PPE

**The QEP at CFCC: A Critically Engaged Campus**
This interactive presentation will explain what a Quality Enhancement Plan is and describe how CFCC is developing its own QEP. We will provide you with information about our QEP topic, Critical Thinking, as well as a projected timeline for drafting and submitting the plan. You’ll also have the opportunity to meet some of the Team QEP members and learn how you can contribute to this effort. Most importantly, though, you’ll have the opportunity to voice your ideas, questions, and concerns in a setting that encourages open discussion. The QEP will have a significant impact on our college; we hope to have attendees representing all our instructional and service areas.

**Video-on-Demand**
This workshop will teach the use of equipment in rooms and the main video-on-demand equipment at the North Campus. This training is necessary if you plan to use the equipment.

**New Employees**

- Alicia Alexander  English Instructor (TFT)
- Brad Anderson  Computer Facilitator
- Pamela Aubry  Allied Health Admissions Support Specialist
- Diane Badakhsh  Assistant to VP Student Development
- Catherine Ballard  Lead Instructor Pharmacy Technology
- Rebecca Berger  Clinical Coordinator Radiography
- Mary Bilger  ESL Coordinator
- Joel Brubaker  Information Systems Analyst
Shannon Bullock  Bookstore Sales Associate
Laura Currie   Clinical Coordinator Sonography
Eleanor Davis  Accounts Payable Technician
Lori DeBruhl   Administrative Assistant to VP Student Development
Ashley Do      Assistant UNIX System Administrator
Cindy Douglas  Custodian Supervisor
Jerry Duncan   Criminal Justice Instructor
Cheryl Farinholt Executive Secretary CFCC Foundation
Bridget Floyd  English Instructor
Dominique Friant Computer Technician
Cindy Goodin   Financial Aid Secretary
Julie Hudson   ADN Instructor
Jaqueline Jenkins Marine Technology Instructor
Unita Madry    Registrar for Continuing Education
Barry Markille Biology Instructor
David Masroua  Maintenance Technician I
Michelle Mathis Psychology Instructor
Eric Mayhew    EMT Instructor
Anita Moore    Registrar Technician for Continuing Education
Linda Nobles   CDC Teacher
Gregory Novak  Maintenance Technician I
Donald Perkins Graphic Design Technician
Callie Potter  Secretary, Student Development
Margaret Prince CDC Lead Teacher Preschool
April Riley    CDC Teacher
Lisa Roell     Accounts Payable Technician
Pamela Shaffer Secretary, BIG Center
Lee Simmons   Maintenance Technician II
Patricia Simpson ADN Instructor
Paul Sweeney   Criminal Justice Instructor
Laura Taylor  Mathematics Instructor
Andrenna Walker Cosmetology Instructor
Alwood Warren  Computer Technician
Brian Weeks   English Instructor (TFT)

Changes:

Pam Aubry  From Secretary, Counseling Unit to Allied Health Admission Support Specialist
Sherry Batchelor-Marley From Business Department Chair to Business Instructor
Nicole Bennett From HR Technician to Institutional Researcher
June Caulder From Administrative Assistant to the President to Executive Administrative Assistant to the President and Executive Vice President
Jason Chaffin From English Instructor (9-month) to QEP Chairperson (12-month)
David Chappell From Director of Computer Services to Director of Information Technology Services
Mary Cornell From Custodian to Lead Custodian, North Campus
Clement Doniere From Media Clerk to Media Technician
Anna Farmer From Secretary/Receptionist to Executive Secretary
Debra Giles From TFT Secretary Defensive Driving to Defensive Driving Technician
Dan Hickman From Vice President of Instruction to Interim Executive Vice President; From Interim Executive Vice President to Executive Vice President
Pat Hogan From Computer Information Systems Instructor to Interim Business Department Chair
Ken Hufham From Math Instructor to Department Chair – Math/Science/PE
Stella McDonald From Secretary Student Development to Registrar Technician, Continuing Education
Robin Hardee Metty From Allied Health Admissions Support Specialist to Executive Secretary
Jason Rogers From Marine Science Instructor to Marine Technology Department Chair
Gerry Shaver From VP of Institutional Development to VP Institutional Effectiveness
Michael Taylor From Instructor – Welding to Lead Instructor - Welding
Rick West From Lead Instructor – Welding to Instructor – Welding
Rick Zigler From Assistant VP for Instructional Operations to Vice President of Instruction

LUNCH MENU

Grilled Chicken
Beef Stew
Yams
Mashed Potatoes
Macaroni & Cheese
Green Beans
Field Peas
Banana Pudding
Peach or cherry cobbler
Iced Tea & Water

Caterer – Middle of the Island Restaurant

Special Thanks to our Workshop Presenters:

Steve Beuth Captain of the R/V Dan Moore
Karen Brown Communications Instructor
Phil Garwood Geology Instructor
Nicole Hinson
Ben Horton Counselor
Jason McCoy Psychology Instructor
QEP Team Team Members
David Seeger Provost, North Campus
John Upton Director of Personnel
Kay Warren Huskins/Coop. Education Instructor
Rick Zigler  
Vice President of Instruction