

Message from the President,
*Kathy Gardner, Stanly
Community College*

A famous quote by Ralph Waldo Emerson is, "Do not follow where the path may lead. Go, instead, where there is no path and leave a trail."

This is a fitting description for what we, the members of the NCCCCAEA, do each day. Since its organization in 1965, the North Carolina Community College Adult Educator's Association has been blazing new trails – for our students, their families, our colleges, and us. We have the privilege of identifying training needs and then providing that training to encourage and prepare our state's workforce. Where else in life do you have such an opportunity?

Your organization is ever seeking to provide leadership as we make these new paths. Change within our world does bring challenges, but our mission and enthusiasm must remain the same. We have an important and exciting task ahead. We have a wonderful pattern to follow – one blazed by members in years gone by – one that set high standards for us to carry on.

It has been my privilege to serve as your President this year – we have accomplished many good things and have endeavored to set many exciting plans in place for the future. I encourage you to get involved in the NCCCCAEA – it is your association – one that you can be proud of and one that truly makes a difference. Look ahead with excitement and enthusiasm – the trails that we take and those we make will impact lives for generations to come!



Mark Best is Recognized

The BB&T Staff of the Year Award, established in 2001, recognizes excellent performance and commitment to the community college mission by the non-teaching staff of the 58 institutions of the N.C. Community College System and the System Office. Craven CC's Director of Workforce Readiness and Special Programs, Mark W. Best, was recognized as BB&T Staff of the Year. Congratulations for all your years of service!



EXCITING NEW SESSION!

Town Hall Meeting with Your Legislators!

*Wednesday, September 21
3 p.m. - 4 p.m.*

Moderator: Jennifer Willis, Director of Government Relations, NCCCCSO

This is an opportunity to meet several of our legislators and to discuss important topics related to the community college system. Confirmed legislative participants: Representative Larry Bell, Senator Brent Jackson, Representative Justin Burr and Representative Joe Tolson.

Disclaimer

The views and opinions expressed in this newsletter do not necessarily reflect those of the NCCCS, the NCCCCAEA, or its Board of Directors.

The accuracy of the factual information is the sole responsibility of the authors.

Submissions may be edited for length and grammatical correctness and consistency.

Wake Tech HRD to the Rescue

Submitted by:

Tara Waters, HRD Coordinator, Wake Tech

Community College

Lynn Kavcsak, HRD Director, Wake Tech Community College

Several libraries in Wake County reported an unusually heavy volume of patrons requesting job search assistance. Librarians indicated being stretched thin these days from a staffing perspective with budget cuts that require them to do more with less. In addition, some library staff members expressed a lack of confidence in providing resume writing assistance or directing library patrons on the latest job hunting strategies.

After a brainstorming session with Angie Pridgen at North Regional Library, Wake Tech's Human Resources Development department agreed to help several libraries in Wake County with this dilemma by offering library goers career search guidance. HRD now provides a Career Assistance Lab weekly for three hours at North Regional Library, Green Road Library, and East Regional Library. A trained HRD instructor is available to assist library patrons look for and apply for current job openings. This open lab also enables job seekers to obtain suggestions related to job search methods, assistance with submitting online applications, tips on resume writing, and help with computer matters related to finding employment or vocational and training opportunities.

HRD is present at the Career Assistance Lab on Mondays from 9:00 to 12:00 noon at Green Road Library, Tuesdays from 1:00 to 4:00 p.m. at North Regional Library, and Fridays from 2:00 to 5:00 p.m. at East Regional Library.

PCC Basic Skills instructor wins top teaching Award

Submitted by Debra Harlow, PCC

One of Piedmont Community College's (PCC) instructors has been recognized with a state-level award in Basic Skills. **Pat Warren**, Adult Basic Education/GED instructor, received the Angela Moore Trogon Instructor of the Year award during the NC Community College System's NC Basic Skills and

Family Literacy conference at the Raleigh Convention Center.

Mrs. Warren, who resides in Prospect Hill, has been teaching Adult Basic Skills (ABS) for the past four years, beginning as a part-time instructor. She became a full-time instructor in 2008 and now teaches more than 50 students and coordinates hybrid ABS classes combining online and face-to-face instruction; conducts orientation for new ABS on-campus students; and serves as a substitute instructor for ABS, GED and family literacy classes whenever possible.

She attends Appalachian State University's ABS Professional Development Institute annually and also attends and presents at the NC Basic Skills Conference, conducts two local instructor workshops annually, assists with pre-service training of new instructors and serves as their mentor; and selects and maintains instructional supplies.

Mrs. Warren is described as a "model Basic Skills instructor by her supervisor, Debra Harlow, Director, Adult Basic Skills. "Her positive attitude, willingness to exceed job expectations, rapport with students and enthusiasm for teaching are commendable," she said. In nominating Mrs. Warren for the award, Ms. Harlow wrote the following:

"Pat Warren's path towards becoming an ABE/GED instructor was one from interior design to one of instructional design at Piedmont Community College. Both require an assessment of the customer's needs and vision for themselves. Pat demonstrates an excellent ability to extract from adult learners' their needs and their vision. If they are unsure of their vision, she aids them to develop one. She believes in the potential and worth of people and that is demonstrated by her rapport with adult learners."

Mrs. Warren said she always tries "to make learning fun, relevant, and contextual." In writing about her teaching methods, she said, "I find it important as an instructor to instill a sense of direction and forward thinking in my students. In order to get where they want to go, they need to envision where they want to be in the future. Some techniques used are Internet career tests, job and college searches, or simply browsing through the college catalog. I frequently assign students the task of choosing a college major, (see Warren, p.3)

(Warren)

even if they do not think they will go to college. The free college course that Piedmont Community College Foundation offers our GED graduates serves as an impetus to this activity. Our students need someone to believe in them, and this is one method to this end.”

Mrs. Warren received a \$300 check from the NC Literacy Association and a plaque in recognition of her award.

The Angela Moore Trogdon awards, one for ABS students and one for ABS instructors, were established in 2001 in memory of Trogdon, a former Basic Skills/HRD Director at Randolph Community College and Guilford Technical Community College. Trogdon, who died of breast cancer, was a vocal advocate and trainer for Basic Skills across the state. The awards in her memory are made possible through donations to the North Carolina Literacy Association.



Pictured from left are PCC staff members Dr. Doris Carver, Vice President, Continuing Education; Debra Harlow, Director, Adult Basic Skills; Pat Warren, Angela Moore Trogdon ABS Instructor of the Year; and Dr. Walter Bartlett, PCC President.

Key Documents: "Rules & Regs"

All of these documents may be accessed online through the NCCCS website:

- System Office Numbered Memos
- North Carolina Administrative Code
- North Carolina General Statutes (primarily 115-D)
- NCCCS Accounting Procedures Manual
- Program Audit Services ("Frequently Asked Questions")
- Continuing Education Master Course List

Have a suggestion for another "key document"?
Contact the editor.

NCCAEA Board of Directors

Member	Position Representing	Term of Office (Calendar Year)
Kathy Gardner Stanly Community College	President	2011
David Lusk Pitt Community College	President Elect	2011
Perry Harker Carteret Community College	Past President	2011
Open Terry Dunlap Stanly Community College	Treasurer Secretary	2011 2011
Open	Occupational Extension Representative	2011-2013
Debbie Woodard Wilkes Community College	Basic Skills Representative	2009-2011
Sondra Guyton Bladen Community College	HRD Representative	2009-2011
Lynn Davis James Sprunt Community College	Specialty Programs Representative	2010-2012
Margaret Robertson Wake Tech Community College	Member at Large Representative	2011-2013
Charlene White Craven Community College	Community Service Representative	2011-2013
Lou Stout Beaufort Community College	Support Staff Representative	2009-2011
Specialty	Education	Representatives
Jamie Glass Durham Tech Community College	Senior CE Administrative Representative	2011-2013
Open	Senior CE Administrator Representative	2008-2010
Dr. Molly Parkhill (ex-officio, non-voting) Blue Ridge Community College	President's Association Representative	2010
Barbara Boyce (ex-officio, non-voting) NCCCS System Office	State Director Continuing Education	ongoing ex-officio
Dr. Randy Whitfield (ex-officio, non-voting) NCCCS System Office	Associate VP College and Career Readiness	ongoing ex-officio

Adjunct Job Fairs: An Opportunity to Connect to New Employees and Old Colleagues

Submitted by Robert Leslie

At least once a year, Randolph Community College hosts an adjunct job fair for individuals wanting to teach at our College. Hosting an adjunct job fair can help your college find new faculty members with new ideas for new courses. The most productive adjunct job fair involves all instructional areas of a college participating (Continuing Education, Curriculum, and Basic Skills) due to instructors qualifying for more than one instructional area. For example, an applicant with 18 graduate hours in Math would be qualified to teach in all three instructional areas.

The following are suggestions to help you run a successful adjunct job fair should you decide to hold one at your college:

- *Tuesday or Thursday evenings from 5:00 p.m. to 7:00 p.m. are good times to consider holding a job fair*
- *Make sure to market your job fair. Applicants should be encouraged to bring their resumes/vitas and copies of their transcripts to the job fair*
- *Tables with adequate seating should be set up accommodate applicants wanting to know more about a specific area of your college (e.g., a table for your college's Business Division, Arts & Sciences Division, Basic Skills Division, Continuing Education Division, etc.). Tables should be manned by divisional decision makers that are able to make hiring decisions. Tables need to have proper signage that can be seen from a distance*
- *Consider having applicants start at a Human Resources Triage Table. Applicants would complete a "Teaching Interest Form" at this table. Applicants would be instructed to what "tables" they should visit based on their teaching qualifications*
- *Consider having job applications available to candidates or at a minimum information directing the candidates how to apply for employment*
- *Consider having college personnel involved to bring their business cards to hand out*
- *Consider having your college's Human Resources Department send a thank letter to every*

participant that completed a Teaching Interest Form

Through my experience of holding adjunct job fairs at two different community colleges, your Basic Skills, HRD, Personal Enrichment, Arts and Sciences, and Business Administration areas will get the most inquiries about teaching and the Health, Public Safety, and Engineering areas will get the least inquiries about teaching.

An adjunct job fair makes for a great evening that can be shared with your Curriculum and Basic Skills colleagues. By the end of the evening, there will be some job candidates that all three areas of the college want to hire.

I hope that you find this idea helpful to you. If I can help you in any way, please e-mail me at roleslie@randolph.edu.

Great Bookmarks!

NCCCS

www.ncccommunitycolleges.edu

NCCCAEA

www.ncccaea.org

System Office Numbered Memos

www.ncccs.cc.nc.us/Numbered_Memos/index.html#2001

Program Audit Services

www.ncccs.cc.nc.us/webaud/index.html

Continuing Education Master Course List

www.ncccs.cc.nc.us/CE.Courses/

Entrepreneurship Open, Southeast NC Business Plan Competition

held at

Brunswick Community College

*Submitted by Tom Hemphill, SBC Director, Brunswick
CC*

On June 15, 2011 the Small Business Center Directors in southeastern North Carolina hosted the Entrepreneurship Open, Southeast NC at Brunswick Community College's Leland Center for Economic and Workforce Development. Participating Small Business Centers are located in the following counties: Bladen, Brunswick, Columbus, Cumberland, New Hanover, Pender, Richmond, Robeson, Sampson, and Scotland.

Forty-seven plans were submitted and the top 8 gave their "Rocket Pitch" presentations on June 15. The top three presentations received cash awards in the amounts of \$5,000, \$2,500, and \$1,500. Winners will use their prize money for a business start up or expansion.

The winners are:

1st Place ~ Beach Butler, LLC

Beach Butler is a service that caters to locals and tourists providing a niche/demand to those who travel to beaches. Beach Butler is only "one call away" to provide pickup of family and equipment from a vacation home front door to the sand on the beach, or vice-versa. This service will provide lunch and snack delivery on the beach, so locals and tourists can enjoy their fun in the sun without having to leave the beachfront. Additional services include equipment rental, grocery shopping and delivery, and group shuttles to airports, restaurants and entertainment.

2nd Place ~ SmArt Studio to Go

SmArt Studio To Go is a subscription based retailer that provides young and adult customers with art history based kits. Once a month, customers will receive an Art history/Art experience box containing all the materials to do a specific visual arts lesson based on a famous artist or artistic style or movement.

3rd Place ~ Fizzys Soda Pop and Candy Shop

Fizzys is a unique niche retail business that provides over 150 premium hard-to-find sodas. Brands are nostalgic, regional, foreign, and funky. Candies will come from around the world and will also have the same unique appeal.

CCC&TI Department Chair Wins Award at Recent Basic Skills and Family Literacy Conference

Submitted by Edward Terry, PIO, Caldwell CC

Beverly Jaynes, Caldwell Community College and Technical Institute's Basic Skills Department Chair, recently brought home a statewide award from the annual North Carolina Community



College System's Basic Skills and Family Literacy Conference in Raleigh, N.C. Jaynes was chosen from numerous nominees from across the state as the recipient of the 2011 Angela Moore Trogdon Staff of the Year Award.

Each year at the conference, awards for students, volunteers/tutors and instructors are given in memory of Angela Moore Trogdon, former director of Basic Skills and Human Resource Development at Randolph Community College and Guilford Technical Community College. Trogdon lost her battle with breast cancer in 1999 and has been memorialized through these awards.

Jaynes, a native of Durham, N.C., grew up in Hickory but has lived in Caldwell County for the last 35 years. The UNC-Chapel Hill graduate came to CCC&TI in 1983 as a part-time instructor while also working full-time as a public school teacher. After leaving her position with the public schools to spend more time with her daughter, Jaynes says she began to increase her teaching load at the college.

In 1987, Jaynes became coordinator of the off-campus Basic Skills Lab and in 1989 helped secured a grant from the Appalachian Regional Commission for a workplace literacy program that placed Basic Skills classes in almost every furniture factory in Caldwell County.

Jaynes continued to coordinate special projects and write grant proposals, and in 1998 became Coordinator of GED, Compensatory Education and Family Literacy at CCC&TI. In 2004, Jaynes was named Basic Skills Department Chair.

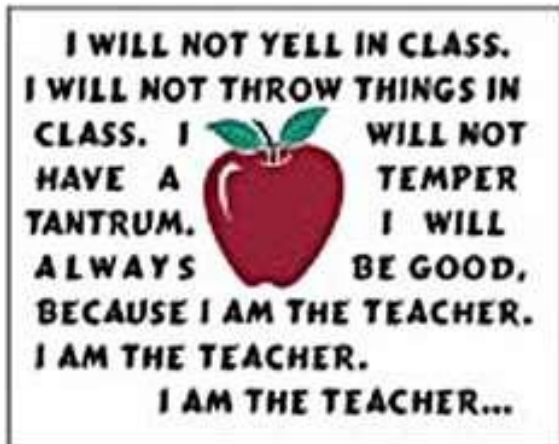
Jaynes said receiving the award has been a meaningful milestone in her career as an educator. "[This award] meant a great deal to me because my (see Jaynes p.6)

(Jaynes)

department submitted the nomination,” she said. Even if I had not won, I would have been just as honored because they thought enough of what I do to submit the nomination.”

When asked what inspires her each day, Jaynes was quick to respond. “The students,” she said. “Providing for students what they have heretofore not been able to have, providing an environment that engenders success, providing instructors that do things for students that they have never before had done, and then seeing students become a community, reach their goals and move on to bigger and better things is why I come to work each day.”

CCC&TI congratulates Beverly Jaynes on receiving the 2011 Angela Moore Trogon Staff of the Year Award.



Staying Up When You're Feeling Down

Submitted by Denise Ryan, Lead Presenter with Firestar.

Reprinted with permission.

We all have those days, days when we feel blue or stuck or otherwise not so good. Well, here are my best tips to feel better.

If you are tired, get some sleep!!! Many times life is soooo much better when you're rested.

Focus on what you have to be grateful for. This helps me every time.

Plan something fun or exciting. I believe we have to have something to look forward to. This does not have to be expensive; it just has to be something you enjoy.

Stop looking for what you want where you know you won't find it. Keep trying to get someone to give you love who never has before? Go to someone else.

Keep going to the job you hate looking for work satisfaction? Go somewhere else.

Have something in your life that NEVER fails to make you smile. This is probably not going to be a specific person—everybody has a bad day. I'm thinking of a movie or television show you love, (for me this is my chocolate hobby), a snuggly blanket, being outside—I don't care what it is. Just find it and use it when you feel bad.

Stop trying to control what you can't. Usually for me this is other people. I am always at my saddest when I'm trying to get someone to love me. Can't be done. Let go. Do your best with what you can control.

Know thyself. For me, sometimes the best way to feel better is to get busy. Accomplishing something makes me feel better (it also gets my mind off my troubles). Maybe this would work for you too. Or maybe you need quiet time. Know what you need and give it to yourself.

Stop comparing—yourself to others, yourself to where you thought you'd be by now, blah, blah. Comparing never helps and ALWAYS makes you feel worse. You are where you are—focus on where YOU want to be—don't let where others are concern you.

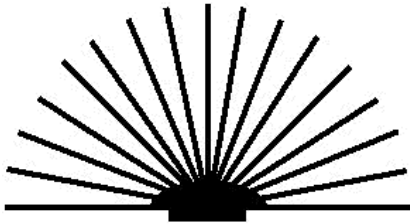
How to Become Active in the NCCCAEA

1. Submit a newsletter article.
2. Make a presentation at a conference.
3. Serve on a Conference Planning Committee.
4. Serve on one of the NCCCAEA Board's standing committees.
5. Contact your NCCCAEA Board representative with an issue of concern.
6. Campaign to serve as an NCCCAEA Board member or officer. (NOTE: A good way to "get your name out there" is to first serve on a conference planning committee.)
7. Get to know people who are already active in the Association and let them know you are interested.

What is the NCCCAEA?

The North Carolina Community College Adult Educators Association (NCCCAEA) was formed in 1965 as the Community College Adult Educators of North Carolina. Full membership is open to full-time or part-time Continuing Education instructors, administrators, and support staff employed in the North Carolina Community College System. Associate and honorary memberships are also available.

The purpose of the Association is to provide leadership for the advancement of adult education in North Carolina; to vigorously promote the concept of continued, lifelong learning for all citizens; to promote sound management practices in the areas of the adult education curriculum, instructor training, certification, accreditation, and permanent record-keeping; and to encourage quality work performance and professionalism by all adult educators.



The Fun Factor at Work

*Submitted by John Formica, Trainer, Professional Speaker and Coach, is President of JOHN FORMICA ENTERPRISES, LLC
(Reprinted with permission)*

I would probably guess that many of us are not having much fun as we should have or could have. Certainly, the news hasn't been very positive lately. What about your job? If you are like most people, you do not really think your job is fun, but you tolerate it or do it because you think you have to or need to.

Do you enjoy your job? What do you really love about what you are doing right now? What could you do to love your job more? If there is nothing that you enjoy about your job or what you are

doing, you need to think about quitting. What! Well, I am not saying to go out and tell your boss that you quit, but you might think hard about considering it in the very near future. If you do not enjoy what you do, then you are probably not any good at it. If you are not any good at it, then you are probably not one of those "in favor" where you work. When you go home from work you are probably miserable and do nothing but gripe and complain which is not fair to your family. So either quit your job and find another one or learn to enjoy the job that you have. I suggest you try to enjoy the job you have first before you quit. Think about what you do enjoy about your job and focus on that for a while. What you focus on expands. You may find out that given a chance, it is a pretty good job after all. Although there may be many aspects of your job that are not as enjoyable as others, learning to enjoy what you do is a prerequisite for success. If you do something you do not like doing for the sake of others, then you just end up resenting those people for keeping you from doing what you like, such as your boss, coworkers, customers and even family members.

An absence of enjoyment indicates a presence of frustration and dissatisfaction. Dissatisfaction and frustration leads to negativity. Negativity means that you are ultimately going to screw up your relationships at work or home. You will whine and complain and be a creep to your coworkers and your customers. You will probably make your boss mad and productivity and performance will no doubt decline. You will be looked at as the problem in the office and the wrong fit. What do you think is next? I'll let you answer that question. In my seminar on "How to Conquer Negativity in the Workplace", the participants often find that the cause of negativity in their workplace is due to many frustrated, unhappy and miserable employees who have that victim mentality that their company, boss, coworkers, government, and family owe them something.

They blame the events in their lives on the outcomes instead of changing the way they respond to the events with a positive attitude or solution to get a better outcome. If you are not happy with your job, then either (see Formica, p 8)

(Formica)

find another one, or try and make it better. Blaming others, being negative and bring down your co-workers is not the answer but an excuse. In the workshop we then focus on finding ways to create a fun factor at work to overcome those negative “stinking thinking” people who make our workdays miserable.

When I think of someone who truly loved their job, I think of the late Steve Irwin, better known as “The Crocodile Hunter”. He loved what he did and was really good at it. Steve blew people away and it wasn’t just about animals. No matter what the subject, he was interested, inquisitive, excited and got all that he could out of every experience in life. Do you know the difference between Steve Irwin and most of us? Two things...One he loved what he did. His fame and wealth came out of his passion for his career. Two, no matter what he was doing, he kept asking, “What’s interesting about this?” “How do they do that?” “How can I make this more fun?” “How can we do it better or more efficiently?” “What can we do to make this job less boring?”

How can you make today more fun? How can you make your work easier today, while actually maintaining high quality, customer focused or more efficient? Keep asking those questions and more like them and share them with your coworkers. Stop whining and complaining and do something about. Dr. Wayne Dyer says it best. “There is no scarcity of opportunity to make a living at what you love. There is only scarcity of resolve to make it happen.” So try today to find something good or purposeful in what you do at work and begin to create a “fun factor” at your company, for your team and even at home. I promise you that your boss, customers, coworkers and family will all appreciate it. Good luck!



Star Leadership

Submitted by Fred Bailey, Kite Line Consulting
(Reprinted with permission)

Groups become more productive and grow closer together as a result of 5-Star Leadership. Five key components used by leaders help groups become teams:

1. Building a Legacy: Help your group maintain a continuous path even after you leave.
2. Everyone is Welcome: Create a level playing field where everyone has equal power
3. Fun: The opposite of work is not fun. Build fun for great satisfaction in what you do.
4. Connections: Help folks strengthen the #1 reason they stay in their jobs.
5. Uncovering Heroes: Spotlight the people you work with to build pride and satisfaction.

OLD IS WHEN

...Your sweetie says, "Let's go upstairs and make love," and you answer, "Honey, I can't do both!"

...Your friends compliment you on your new alligator shoes and you're barefoot.

...A sexy babe catches your fancy and your pacemaker opens the garage door.

...Going bra-less pulls all the wrinkles out of your face.

...You don't care where your spouse goes, just as long as you don't have to go along.

...You are cautioned to slow down by the doctor instead of the police.

..."Getting a little action" means I don't need to take any fiber today.

..."Getting lucky" means you find your car in the parking lot.

...An "all-nighter" means not getting up to pee!