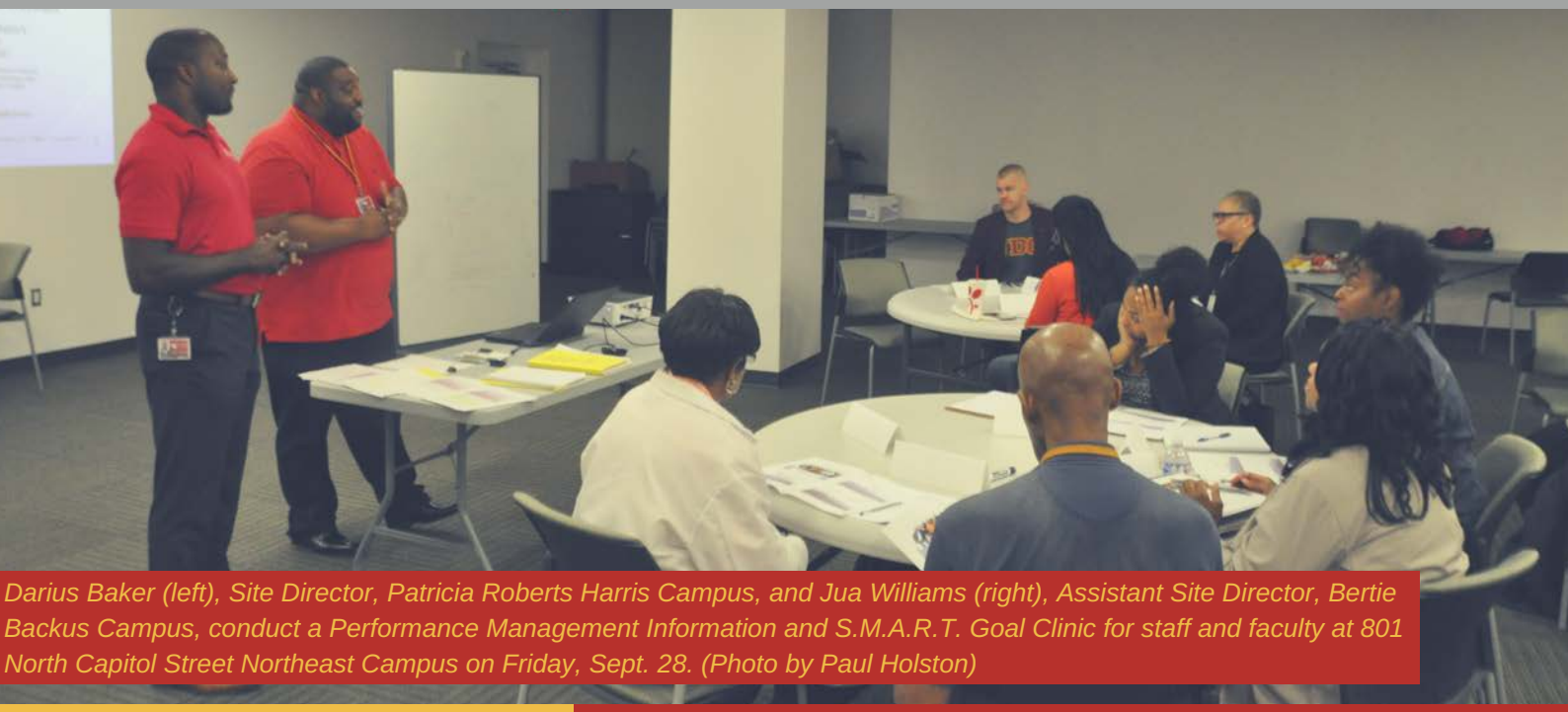
VOL 1 ISSUE 2 SEPTEMBER 2018

# THE COMMUNITY SPARK

UNIVERSITY OF THE DISTRICT OF COLUMBIA
COMMUNITY COLLEGE

FACULTY/STAFF NEWSLETTER



*Darius Baker (left), Site Director, Patricia Roberts Harris Campus, and Jua Williams (right), Assistant Site Director, Bertie Backus Campus, conduct a Performance Management Information and S.M.A.R.T. Goal Clinic for staff and faculty at 801 North Capitol Street Northeast Campus on Friday, Sept. 28. (Photo by Paul Holston)*

## IN THIS ISSUE

CHIEF COMMUNITY COLLEGE OFFICER'S MESSAGE

WHAT ARE S.M.A.R.T. GOALS?

BOARD OF TRUSTEES MINUTES - SEPT 2018

EVENTS ACROSS UDC-CC

FACULTY ARTICLE: WHO'S LISTENING?

*HAVE SOMETHING TO SUBMIT, SUGGESTIONS, OR FEEDBACK FOR AN UPCOMING NEWSLETTER?* ***EMAIL*** *UDC-CC COMMUNICATIONS SPECIALIST PAUL HOLSTON AT* ***PAUL.HOLSTON@UDC.EDU***

## A Brief Word From The CCCO

**BY DR. TONY SUMMERS**
***CHIEF COMMUNITY COLLEGE OFFICER***

In the last week or so, you as a staff member of the Community College should have attended the Performance Management Information and S.M.A.R.T. Goal Clinic held by Darius Baker, Site Director, Patricia Roberts Harris Campus, and Jua Williams, Assistant Site Director, Bertie Backus Campus.

I encourage supervisors and employees to work together and think critically to create your S.M.A.R.T. goals as we continue to go into the 2018-2019 academic year. By establishing these goals, my hope is that this will provide cross-functional opportunities for managers/supervisors and employees to collaborate on high-performance expectations and to involve employees in the accomplishment of the Equity Imperative. Your work and engagement will have positive impacts on the community and the University. The result of your efforts will also greatly benefit the students we serve.

*"Education is the most powerful weapon which you can use to change the world."*
-Nelson Mandela

# WHAT ARE S.M.A.R.T. GOALS?

**S - Specific**
**M - Measurable**
**A - Attainable**
**R - Realistic**
**T - Time-Related**

***SPECIFIC:***

-Specific goals are clear and state "what" the employee needs to accomplish.
-Specific goals should be simply written and clearly define what will be accomplished.
- Specific is the What, Why, and How.

**TIME-RELATED:**

-Time-related goals should be linked to a time frames that creates a practical sense of urgency.
-Time-related goals include a deadline and milestones for completion. They may also include checkpoints along the way.

**MEASURABLE:**

-Measurable goals provide evidence that goals have been accomplished or not. Usually, the goal statement is a measure for the project, but there can also be several short-term or smaller measurements built into the goal.
-Measurable goals define the objective with a definite level of precision. Measures should be credible and quantitative and may also be qualitative in nature, i.e. levels of service; timeliness.

**ATTAINABLE:**

-Attainable goals can be challenging, but they must be practical and achievable.
-Employees must possess the appropriate knowledge, skills, and abilities needed to achieve the goal.
-Employees can achieve almost any goal if the goal is thoughtfully planned and a time frame is established that allows the employee to execute various tasks that will yield specific results.
-Achievable goals motivate employees. Impossible goals frustrate and demotivate them.

**REALISTIC:**

-Realistic goals should measure outcomes, not activities.
-Goals should be prioritized in terms of importance, and employees should be aware of which goals are most important.

*Information Courtesy of Darius Baker and Jua Williams*

*Jua Williams (left), Assistant Site Director, Bertie Backus Campus, and Darius Baker (right), Site Director, Patricia Roberts Harris Campus, conduct a Performance Management Information and S.M.A.R.T. Goal Clinic for staff and faculty at 801 North Capitol Street Northeast Campus on Friday, Sept. 28. (Photo by Paul Holston)*

# MEET UDC'S BOARD OF TRUSTEES

Christopher Bell, Esq.
(Chair)

Reginald M. Felton
(Vice Chair)

The Honorable Charlene Drew Jarvis
(Treasurer)

Dr. Esther Barazzone
(Secretary)

Jerome Shelton

Dr. Gabriela Lemus

Jim W. Dyke Jr., Esq.

Dr. Anthony C. Tardd

Dr. Elaine Crider

Joshua S. Wyner

Barrington Scott

Gwendolyn Hubbard Lewis

Major General Errol R Schwartz,
U.S. Army (Ret.)

Sandra Nkamgna
(Student Representative)

Ronald F. Mason
University of the District of Columbia President Ex-Officio

***FULL BIOS: www.udc.edu/board-of-trustees/***

# MINUTES -- BOARD OF TRUSTEES MEETING WEDNESDAY, SEPTEMBER 26, 2018

Photo Courtesy of udc.edu

Please find below a summary of actions taken and items discussed during the most recent meeting of the full Board of Trustees. ***The next meeting of the full Board of Trustees is scheduled for November 7, 2018.***

■ President Mason's contract was amended, extending his presidency for another five years. BOT Chairman Christopher Bell said the action should indicate internally and externally how much the Board values the president's leadership and accomplishments, and more specifically, his Equity Imperative strategic plan for the future. President Mason remarked that while the president gets all the accolades, his team does all the work.
■ A resolution was passed approving a 3% cost of living salary increase, retroactive to October 1, 2017, for non-union employees.
■ A resolution was passed raising tuition rates by 2.5 % for the 2019-2020 academic year, an action Chairman Bell said was not easy to take. He added, however, that UDC is committed to ensuring students get a "proper return on their investment, because dollars are hard to find."
■ A resolution was passed revising the tuition remission program to include "for-credit" courses at UDC for regular full-time faculty, staff, retirees, and their spouses and dependent children; and to make it compliant with the Internal Revenue Code.
■ The Board passed a resolution incorporating a supplemental $9.7 million award from D.C. Mayor Muriel Bowser into UDC's budget.
■ Student Trustee Sandra Nkamgna spoke of the importance of students' trust in her and their willingness to share concerns about University operations so problems can be identified and addressed.
■ Dr. Arlene King-Berry, chair of UDC's Faculty Senate, asked that the Board consider adding a faculty member as a non-voting member of the Board of Trustees.
■ The UDC Board of Trustees appointed Mike Goldstein, Senior Counsel at Cooley LLP, to serve as a member of the UDC Foundation's Board of Directors.

**Community College Committee.** Dr. Summers spoke about the Community College at the Academic and Student Affairs Committee meeting. He reported on several items including a grant in the form of an MOU from OSSE for the aviation program which enabled them to create a digital learning environment. Two aviation students received full scholarships from Royal Airlines which covered travel to London for the students to attend an aviation conference. He also discussed the sixteen week continuing education non-credit English as a Second Language course; the Late Start fall semester which has seventy-five students enrolled at the Bertie Backus campus; the summer Math pilot program; and hiring a new testing coordinator.

***For Complete Outline and Details of BOT Meeting Minutes:***
***www.udc.edu/board-of-trustees/meetings/***

# RECAP: EVENTS ACROSS UDC-CC (SEPTEMBER)

Members of the District of Columbia National Pan-Hellenic Council held a voter's registration drive in the lobby of 801 North Capitol Street Northeast, Tuesday, Sept. 25. (Photo by Paul Holston)

(From left to right) Melinda Jennings, Jeremy Woods, and Avetta White of the UDC-CC staff assist with the UDC-CC Wellness Expo held in the multipurpose room of 801 North Capitol Street Northeast, Tuesday, Sept. 25. A total of about 120 students, faculty, and staff attended the event. (Photo by Paul Holston)

Dean Elvin T. Ramos (left) and Melinda Jennings (middle) are some of the many UDC-CC staff members who assisted with the 13th Annual Back to School BBQ held at the Student Center on the Van Ness Campus, Thursday, Sept. 13. (Photo by Paul Holston)

Peter Plourde (right) speaks with a student interested in joining an organization during the UDC-CC Club and Organization Fair held in the multipurpose room at 801 North Capitol Street Northeast, Wednesday, Sept. 26. (Photo by Paul Holston)

Kenyarda Howard (left), UDC-CC Student Government Association President speaks with students during a SGA Brunch and Town Hall held in the multipurpose room at 801 North Capitol Street Northeast, Wednesday, Sept. 26. (Photo by Paul Holston)

Dr. Tony Summers (left), UDC-CC's Chief Community College Officer, engages in an all-day strategic planning session with the executive leadership team of the Community College at the Bernie Backus Campus, Friday, Sept. 14. (Photo by Paul Holston)

# WHO'S LISTENING?

By Pamela "P.S". Perkins
Behavioral Communication Specialist
Adjunct Professor, Speech Communication

Courtesy Photo

Any individual who has spent time with me in class or training, knows that during sessions I sometimes instinctively blurt out “WHO'S LISTENING?” Usually, 99.9 percent of the audience becomes alert and some have even spontaneously responded “WE ARE” on behalf of everyone! But the question remains: WHO'S LISTENING?

Intrapersonal communication, or “self-talk,” is the number one deterrent to listening to others. Our “mental chatter” occupies our mind throughout the communication/listening day! You talk to yourself more than you communicate with anyone! Communication can be defined as: “Happening whenever meaning is assigned to behavior or the residue of behavior.” Notice some important facts about this science: (1) Everything that happens is communication, and communication is everything that happens; (2) the term behavior is used to include verbal and nonverbal behaviors; and (3) residue refers to our mental thoughts and our resultant perception. “We are all residents of our residue!”

It is very difficult to invade the mental residue of others and to turn down the volume of our own residue. Most arguments (if not all) are the result of one or more individuals fighting to protect their “residue” over the “residue” of another. How many times during an interpersonal exchange have you said or heard someone say, “YOU ARE NOT LISTENING!” What they too often mean is, “YOU ARE NOT AGREEING WITH ME!” Listening and agreeing are not synonymous, but to protect the ego, we often insist that they are.

As leaders, instructors, civil servants, parents, service providers, family members, humans…how can we all get along without the skill of listening? Answer: We cannot! Solution: Understand no two individuals share the exact same residue! Make room for the other’s reality by turning down the volume of your internal noise and understand that perception is personal. We can improve our communication climates at work and home by turning our hearing experiences into listening experiences designed to support those around us and achieve our common goals!

**WHO'S LISTENING?**

# UPCOMING SPORTS EVENTS & RESULTS

**OCT 09**
Women's Tennis
12:00 PM
VS.
Wilmington (Del.)
Washington, DC

**OCT 10**
Men's Soccer
4:00 PM
AT
Charleston (W.V.)
Charleston, WV

**OCT 11**
Women's Cross Country
vs. Bowie State University Cross Country Challenge
@ Bowie, MD

**OCT 12**
Women's Tennis
12:00 PM
AT
St. Thomas Aquinas
Sparkill, NY

**OCT 13**
Men's Soccer
3:30 PM
AT
Roberts Wesleyan
Rochester, NY

**OCT 17**
Men's Soccer
3:00 PM
VS.
Daemen
Washington, DC

**OCT 19**
Women's Tennis
12:00 PM
VS.
NYIT
Washington, DC

**OCT 20**
Men's Soccer
1:00 PM
AT
St. Thomas Aquinas
Sparkill, NY

**OCT 20**
Women's Tennis
2:00 PM
VS.
LIU Post
Washington, DC

**OCT 23**
Men's Soccer
3:00 PM
VS.
Lock Haven
Washington, DC Senior Day

**OCT 26**
Women's Tennis
TBA
AT
East Coast Conference Championships (Semifinals)
Flushing, NY

**OCT 27**
Women's Tennis
TBA
AT
East Coast Conference Championships (Finals)
Flushing, NY

**OCT 27**
Men's Soccer
2:30 PM
AT
Mercy
Dobbs Ferry, NY

**OCT 31**
Men's Soccer
TBA
AT
East Coast Conference Semifinals

**NOV 03**
Women's Cross Country
vs. ECC Cross Country Championship
@ Rochester, NY

# UDC-CC Faculty/Staff Highlight

UDC-CC faculty and staff attend an Academic Impression Conference Workshop on "Evaluating and Managing Faculty" in Baltimore, Maryland, Sept 26-28. This workshop gave members the opportunity to assess methods to improve the quality of their respective departments. (From Left to right) Professor Scott King, Division Director of Business; Professor Joanna Ellsberry, Program Director of Mortuary Science; Dr. Elvin T. Ramos, Assistant Dean of Academic Affairs. (Bottom): Dr. Bushra Ahmad Saeed, Division Director of Allied Health, Professor Robin Cook, Program Coordinator of Math, and Dr. Sandra Jowers-Barber, Division Director of Humanities.

## PLEASE FOLLOW UDC-CC's OFFICIAL SOCIAL MEDIA

**www.facebook.com/udccommunitycollege/**

**www.instagram.com/udc_communitycollege/**

***OFFICIAL WEBSITE: www.udc.edu/cc/***