New CCLEADS Workshop Explores ‘The Paradoxical Commandments’

**Staff Development offering Leadership Enhancement and Development Series workshop with the Leadership Book Club.**

Faculty, classified staff, managers and students are invited to participate in a new Cypress College Leadership Enhancement and Development Series (CC LEADS) workshop series: the Fall 2004 Leadership Book Club to discuss Kent M. Keith’s “Anyway: The Paradoxical Commandments.”

In 1968, while a sophomore at Harvard, Keith wrote *The Paradoxical Commandments* as part of a booklet for student leaders on how to affect dynamic change civilly. Keith provided an alternative voice during the turbulent sixties, when student activists were seizing buildings, throwing rocks at police, and shouting down opponents. He encouraged students to sympathize and empathize with others, and to work through the system to bring about change. He addressed the need for deeper, longer-lasting reasons for students to continue in their endeavors.

Published by Harvard Student Agencies in 1968, *The Paradoxical Commandments* were part of a chapter in the book *The Silent Revolution: Dynamic Leadership in the Student Council.* For more than thirty years, *The Paradoxical Commandments* have circled the globe. They have been posted on walls, featured in speeches and articles, and shared extensively on the web.

Copies of the book will be made available in the Library to check-out or to purchase for $11. Please call Donna Landis at ext. 47324 for details. However, you do not have to read the book to participate in the discussions.

The workshops will take place over three Friday meetings: October 29, November 19, and December 3.

Dr. Fran Newman, former vice president of Student Services at Cerritos College, will facilitate the first session on October 29. All sessions will begin at noon and end at 1:30 p.m. in the Food for Thought Dining Room (formerly Culinary Arts). Please bring a brown bag lunch and your drink; dessert will be provided. Please call Donna Landis to make a reservation for dessert.

Participants in this CC LEADS discussion group will choose another book on leadership to discuss during the 2005 spring semester. The CC LEADS workshop is being sponsored by Staff Development. Contact Donna Landis for additional information.

**I Didn’t Know That!**

The District has provided a few forms in Adobe Acrobat (.pdf) format for easier access. The following files are now available: Insurance Form for Mileage, Mileage, Petty Cash Form, and Travel Expenses. These are accessible in two locations: the District web site at [http://www.nocccd.cc.ca.us/Departments/FandF/Accounting.htm](http://www.nocccd.cc.ca.us/Departments/FandF/Accounting.htm) and the Campus “J” drive (J:\Templates\Adobe Acrobat\District). For information on how to access the “J” drive from campus computers, contact the help desk at ext. 47157.

**‘Thirsty Thursday’ Kicks Off Social Series**

At last semester’s Leadership Team meeting a recurring theme developed: there needs to be more opportunity for social gatherings outside the campus.

The first event in this new endeavor is set to take place this week as “Thirsty Thursday.” It will be held at the El Torito restaurant at Katella and Valley View, from 4:30-8 p.m.

Other events will be announced as they’re developed. Ideas should be submitted to the Staff Development Office.
How to Say Healthy During the Flu Season

In light of the sudden shortage of flu vaccine nationwide, this is a good time to remind everyone that not getting vaccinated DOES NOT mean that you have to get the flu. A lot will depend on the choices you make to stay healthy and by practicing good hygiene.

Here are some suggestions:

- Keep your immune system strong by eating a well-balanced diet and by taking a multi-vitamin supplement daily
- Get plenty of sleep
- Keep your hands away from your eyes, nose and mouth
- Use tissues to cover your mouth and nose when coughing or sneezing
- Wash your hands thoroughly (at least 30 seconds of lathering) and frequently
- Stay home when you are ill

Another Alternative:
Healthy persons who are 5-49 years of age, not pregnant, and in good health should check with their doctor about getting immunized with the flu nasal spray. This is a live vaccine and is not for everyone, but it is an option.

GOOD HEALTH TO YOU ALL 😊

The Cypress College Health Services Staff
We invite faculty, classified staff, managers, and students to participate in the

**Cypress College Leadership Enhancement And Development Series**
(CCLEADS)

Fall 2004 Leadership Book Club to explore

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**Finding Personal Meaning in a Crazy World**

In 1968, while a student at Harvard, Kent M. Keith wrote *The Paradoxical Commandments* as part of a booklet for student leaders on how to effect dynamic change quietly. For more than thirty years, the Paradoxical Commandments have circled the globe. They have been put on walls and refrigerator doors, featured in speeches and articles, and shared extensively on the web.

Come join us to discuss this dynamic book.

The discussions will take place over three Friday meetings:
**October 29, November 19, and December 3, 2004.**

Dr. Fran Newman, former Vice-President of Student Services at Cerritos College, will facilitate the first session on October 29.

All sessions will begin at 12 noon and end at 1:30 p.m. in the Food for Thought Dining Room(formerly Culinary Arts). Please bring a brown bag lunch and your drink; we will provide dessert. Please call Donna Landis X47324 to make a reservation for dessert.

You do not have to read the book to participate in the discussions. Copies will be placed in the Library for check-out or can be purchased for $11. Please call Donna Landis for details.

Participants in this CC LEADS discussion group will choose another book on leadership to discuss during the spring semester, 2005.
<table>
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AIRLINE AND TRAVEL CAREERS

ATC 050 C SPECIAL PROJECTS: AIRLINE 2 Units
14452 100 09/09-12/21 12:40P-12:50P W Palicz, I. BUS-106

ATC 101 C INTRO TO TRAVEL CAREERS 3 Units
13638 100 09/09-12/21 12:40P-1:50P W Palicz, I. BUS-106

ATC 123 C TRAVEL SALES & TOUR OPERATIONS 3 Units
13643 100 09/09-12/06 1:00P-3:30P R STAFF BUS-106

ATC 175 C DESTINATIONS: AFRICA/PACIFIC 3 Units
13537 001 09/08-12/22 8:45A-11:55A W Reiland, K. TE2-206

ATC 182 C MULTICULTURAL HOSPITALITY 3 Units
13029 001 09/08-12/22 12:00N-12:10P W Reiland, K. TE2-206

ATC 192 C AIRLINE RESERVATIONS: SABRE 3 Units
14452 100 09/09-12/21 12:40P-12:50P M Palicz, I. BUS-106

ATC 270 C AIRLINE OPERATIONS 3 Units
13031 001 09/09-12/21 12:40P-1:50P T Reiland, K. TE2-206

ATC 278 C PUBLIC RELATIONS 3 Units
13503 001 09/13-12/20 12:40P-1:50P M Reiland, K. TE2-206

ATC 299 C INDEPENDENT STUDY ½ - 2 Units
13553 400 09/13-12/20 TBA TBA Reiland, K. TE2-206

AVIATION

AVIA 050 C SPECIAL PROJECTS — AVIATION 2 Units
13034 001 09/07-12/21 12:00N-3:35P T Reiland, K. TE2-206

AVIA 132 C PRIVATE PILOT 4 Units
14405 100 09/08-12/23 12:00N-3:30P W Rogus, L. TE2-204
13653 100 09/08-12/23 6:00P-9:35P M Gifford, C. TE2-204

AVIA 140 C METEOROLOGY 3 Units
13599 100 09/07-12/21 6:00P-9:10P T Acebo, J. TE2-204

AVIA 144 C AIRCRAFT AND ENGINES 3 Units
13652 100 09/09-12/16 6:00P-9:35P R Rogus, L. TE2-204

AVIA 196 C GROUND TRAINER LABORATORY — INSTRUMENT FLIGHT 1 Unit
13602 100 09/13-12/20 6:30P-8:40P M Acebo, J. TE2-203

AVIA 232 C INSTRUMENT RATING 3 Units
13650 100 09/08-12/22 6:30P-9:40P W Acebo, J. TE2-203

BIOLOGY

BIOL 102 C HUMAN BIOLOGY 3 Units
12772 100 09/07-12/21 6:30P-9:40P T STAFF SEM-126

COMPUTER INFORMATION SYSTEMS

CIS 050 C INTRO-COMP & SOFTWARE CONCEPTS 2 Units
13811 100 09/13-12/20 4:45P-6:55P M Woo, D. BUS-107

CIS 075 C BUSINESS SKILLS DEVELOPMENT ½ - 10 Units
13833 306 09/08-12/02 8:00P-9:05P W Woo, D. BUS-107

CIS 102 C DOCUMENT FORMATTING — MS WORD 3 Units
13848 001 09/07-12/01 8:00A-10:50A T Woo, D. BUS-107

CIS 103 C MICROSOFT EXCEL AND POWERPOINT 3 Units
14253 100 09/08-12/22 7:00P-9:35P W Woo, D. BUS-107

ACCOUNTING

ACCT 099 C BOOKKEEPING PRINCIPLES & PRAC. 3 Units
13720 100 09/13-12/20 6:30P-9:50P M Rau gust, R. BUS-309

ACCT 112 C INCOME TAX PROCEDURES 3 Units
13739 700 09/07-12/21 5:00P-6:50P T Miller, J. BUS-319

SPEECH

SPCH 100 C HUMAN COMMUNICATION 3 Units
12315 021 10/26-12/21 12:30P-3:40P T R Lambros, J. HUM-247

THEATER ARTS

THEA 100 C INTRODUCTION TO THE THEATER 3 Units
12814 021 10/25-12/22 ONLINE ONLINE Brown, K.
12829 703 10/25-12/22 ONLINE ONLINE Polsky, D.
13723 705 10/25-12/22 ONLINE ONLINE Christiansen, G.
14425 706 10/25-12/22 ONLINE ONLINE Miller, D.
The Staff Development Committee invites you to share in

**Thirsty Thursday**

**What:** Thirsty Thursday
- Tacos are $1.00 and
- Appetizers are $1/2 price
  4:00 p.m. - 8:00 p.m.

**When:** Thursday, October 28, 2004
  4:30 p.m. - 8:00 p.m.

**Where:** El Torito on Katella and Valley View
We have a reserved area for Cypress College
  in the Cantina

**Why:** To celebrate friendship with our co-workers and to enjoy their company
A FACULTY EXHIBITION
October 20-November 11, 2004
Reception: Wednesday, October 20, 7:00pm

The Cypress College Visual Arts Department is comprised of a faculty of artists who work in a variety of media and express themselves with a rich mix of attitudes and techniques. This exhibition is a perfect venue to celebrate the labyrinth of artistic expression as it exists.

Faculty artists include: John Ahr, Hilda Baitoo, John Bilotta, Jerry Burchfield, Glenn Canigiani, Hilary Chartrand, Vonn Cummings-Sumner, Jacques du beaufort, Daniel DuPlessis, Margaret Griffith, Ian Holmes, Michael Johnson, Robert Johnson, Alexia Kutzner, Clifford Lester, Sharon McNeil, Robert Mercer, Hilary Norcliffe, Paul Paiement, Joyce Patti, Jay Sagen, Molly Schulps, Dan Stephens, Tracey Weiss

###
Transfer Fair

A transfer fair was held on campus on Monday (October 18, 2004) and was one of the best attended in recent memory. The booths were set up under the piazza, between Admissions and Records and Fine Arts.
Approximately 64 counselors and career techs from 28 area high schools participated in a breakfast meeting to provide information about the college. Cypress College employees, including counselors and deans, brought the total attendance to 104, making it the best-attended in the event’s recent history.
A "topping off" ceremony for the new Library/Learning Resource Center will be held on Monday, November 15, 2004, from 9-10:00 am at the end of Lakeshore Drive near the fence at the L/LRC construction site. This age-old custom is a celebration of placing the last steel beam in the building's framework at its highest structural element. The topping off ceremony is symbolic of a job well done and good luck to future inhabitants of the building.

Mark your calendars now and plan to be there to witness this milestone event.
L/LRC Rotunda Work

Work continued this week on the rotunda of the new Library/Learning Resource Center. This is the last structural portion of the L/LRC to be completed. The final beam will be placed on November 15 during a ceremony starting at 9 a.m. Click anywhere to launch the slideshow.
M&O/Physical Plant Groundbreaking

Wasting no time for processing film or developing prints, here are photographs from today’s groundbreaking ceremony for the new M&O/Physical Plant Building. Click anywhere to launch the slideshow.