United Way

Dr. Elam, as head chef, brought in approximately $550 to Mr. C’s Deli. Mr. C pledged 10 percent to United Way, but increased his donation to $100.

COM raised a total of $12,274 for United Way this year. We had good participation and the carnival was a success, bringing the COM community together for fun and fundraising.

President Elam (left) and Mr. C.

HyperAlert ~ www.hyperalert.com

COM has implemented the HyperAlert system to improve the College’s ability to communicate unscheduled school closings and emergency notifications to students, faculty and staff.

All faculty and staff are encouraged to activate HyperAlert by logging in and updating their contact information with current phone number(s) and/or e-mail addresses. Also, notify Human Resources to keep contact information up to date.

Current students’ phone numbers and com.edu e-mail addresses are periodically provided by COM to HyperAlert. All students must stop by the Admissions Office to update their contact information that will then be reflected in the HyperAlert Emergency Notification System.

Any questions about the Campus Police, their policies and emergency situations can be found at www.com.edu/police. If you are unable to locate a specific answer to your questions, there is a customer feedback page. We welcome your comments.
President’s Advisory Roundtable (PAR)

In an effort to improve College communications and expand efforts to remain transparent and inclusive, the President is establishing the President’s Advisory Roundtable (PAR). This committee will meet at least monthly to discuss important College matters including proposed changes to College policies and regulations, College events and activities, as well as other operational and developmental concerns. The PAR will essentially expand the ability of administration to collect additional input and information from groups other than those on the President’s Advisory Council (PAC).

Membership to PAR includes, but is not limited to COM Unity, Multicultural team, TACCTA, HOLA and others. Representatives from these groups have been contacted and have agreed to serve. Afternoon meetings will commence the first of the year. The initial meeting will be held on Thursday, January 13, 2 p.m. If you have a group that would like to be considered for membership to PAR, please contact President Elam.

Media Coverage

If you have a newsworthy and timely story or information that you would like to announce in the local media, please submit a media request form located on the marketing web page on the COM website. Please provide all the relevant information in the request.

Thanks for you assistance in getting the word out about COM!

Human Resources Update

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teresa D. Hudson</td>
<td>8269/8250</td>
</tr>
<tr>
<td>Associate Vice President</td>
<td></td>
</tr>
<tr>
<td>Denese Angelle</td>
<td>8255</td>
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<tr>
<td>HR Generalist</td>
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</tr>
<tr>
<td>Ethel Freeman</td>
<td>8436</td>
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<tr>
<td>HR Generalist (Part Time)</td>
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<tr>
<td>Sherrie Jackson</td>
<td>8256</td>
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<tr>
<td>HR Generalist (Temp)</td>
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<tr>
<td>Tara Saleem</td>
<td>8269</td>
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<tr>
<td>On-Call Administrative Assistant (Temp)</td>
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<tr>
<td>Danielle Patrick-Peyton</td>
<td>8258</td>
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<tr>
<td>On-Call File Room Clerk (Temp)</td>
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</tbody>
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COM Health Fair
Jan. 20, 2011
10 a.m. - 2 p.m.
COM GYMNASIUM

The Health Fair is free and open to the public.
For more information, call ext. 8112.

Florence Nightingale Organization
T-Shirt Fundraiser
$15

Choose from Red or Blue through Dec. 10, 2010
If you are interested in buying a T-shirt, contact JaMargaret Lowry, Nursing Department, ext. 8191.
A Celebration of Life

The Hospice Care Team Tree of Lights has been a symbol of hope, help and comfort to those facing a life limiting illness since 1989.

In celebration of this tradition, a holiday tree will be displayed at the following locations accompanied by holiday festivities, refreshments, entertainment and mayoral involvement.

**Hospice Care Team Tree of Lights**

**Dec. 1, 2010 at 6 p.m.**
followed by the lighting of the tree
**Galveston Daily News Building**
8522 Teichman Road, Galveston, Texas 77553

*Entertainment by The Harbor Lights and Ball High School Choir*

**Dec. 1, 2010 at 6 p.m.**
followed by the lighting of the tree
**Hospice Care Team, Inc.**
1708 Amburn, Suite C, Texas City, Texas 77591

*Entertainment by Texas City/La Marque/Dickinson Choirs*

For more information, please call 409-938-0070 or 1-800-545-8738.

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**The Wellness Department**
invites everyone to its

**8th Annual Christmas Party**
The place of fun-filled fellowship.
Enjoy food, fun, dancing and music.

**Dec. 10, 2010**
6 - 9 p.m.
**College of the Mainland Gym**
For information, call ext. 8175.

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**Annual Student-Donor Luncheon**
Friday, Dec. 10, 2010
11:30 a.m. - 1 p.m.
**Student Center**

College of the Mainland Vocal Arts Presents

**Celebrate the Season**
featuring
**Mainland Chorale and Mainland Singers**
Dr. James Heffel, Director
Deb Lewis, Accompanist

**Monday, Dec. 13, 2010, 7:30 p.m.**
**St. John’s United Methodist Church**
517 18 Ave. N, Texas City, Texas
(corner of 6th Street and 18 Ave. N)
Admission is free. The public is cordially invited.

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**COM Jazz Combo and Jazz Ensemble in Concert**
directed by Sparky Koerner

**Tuesday, Dec. 14 at 8 p.m.**
**Fine Arts Building, Recital Hall**
Open to the public. Admission is free.
December Birthdays

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerry Gale</td>
<td>Professional Trainer, Continuing Education</td>
<td>1-Dec</td>
</tr>
<tr>
<td>Thomas English</td>
<td>Faculty, Math/Science</td>
<td>1-Dec</td>
</tr>
<tr>
<td>Annette Anderson</td>
<td>Custodial Administrative Supervisor</td>
<td>2-Dec</td>
</tr>
<tr>
<td>Regina Dumke</td>
<td>Laboratory Assistant, Math/Science</td>
<td>4-Dec</td>
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<tr>
<td>Wendy Steffey</td>
<td>Faculty, Academic Success</td>
<td>6-Dec</td>
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<tr>
<td>Debra Servantes</td>
<td>Accountant, Financial Services</td>
<td>6-Dec</td>
</tr>
<tr>
<td>Kathye Bergin</td>
<td>Faculty, Humanities</td>
<td>7-Dec</td>
</tr>
<tr>
<td>Rene Lovett</td>
<td>Faculty, Nursing</td>
<td>7-Dec</td>
</tr>
<tr>
<td>Sam Torrez</td>
<td>Lab Assistant, Instructional Tech Lab</td>
<td>8-Dec</td>
</tr>
<tr>
<td>Vera Schoppe</td>
<td>Program Coordinator, Public Service Careers</td>
<td>11-Dec</td>
</tr>
<tr>
<td>Cory Oliver</td>
<td>Systems Administrator, Information Tech Services</td>
<td>11-Dec</td>
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<tr>
<td>Arnetta Henderson</td>
<td>Coordinator-Lab, Instructional Tech Lab</td>
<td>12-Dec</td>
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<tr>
<td>Penny Finn</td>
<td>Laboratory Assistant, Instructional Tech Lab</td>
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<tr>
<td>Stephen Downey</td>
<td>Grounds Worker</td>
<td>14-Dec</td>
</tr>
<tr>
<td>Shemeca Richard-McAllister</td>
<td>Faculty, Social Behavioral Science</td>
<td>14-Dec</td>
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<tr>
<td>Ellen Donnelly</td>
<td>Adjunct, Nursing</td>
<td>18-Dec</td>
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<tr>
<td>Josie Tombrella</td>
<td>Faculty, Nursing</td>
<td>18-Dec</td>
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<tr>
<td>Eileen Scanks</td>
<td>Director, Community &amp; Career Services</td>
<td>19-Dec</td>
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<tr>
<td>Kris Kern</td>
<td>Faculty, Public Service Careers</td>
<td>19-Dec</td>
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<tr>
<td>Derick Hutchinson</td>
<td>Academic-Advisor</td>
<td>23-Dec</td>
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<tr>
<td>Rebecca Smith</td>
<td>Faculty, Nursing</td>
<td>25-Dec</td>
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<tr>
<td>Patricia Rosenfield</td>
<td>Grant Accountant, Financial Services</td>
<td>28-Dec</td>
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<tr>
<td>Tammie Helms</td>
<td>Administrative Assistant, Instructional Admin</td>
<td>29-Dec</td>
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<tr>
<td>Connie Bardwell</td>
<td>Records Specialist, Admissions</td>
<td>29-Dec</td>
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<tr>
<td>Kelly Musick</td>
<td>AVP, Admissions &amp; Records</td>
<td>29-Dec</td>
</tr>
<tr>
<td>Deosha Anderson</td>
<td>Faculty, Nursing</td>
<td>31-Dec</td>
</tr>
</tbody>
</table>

What are your holiday plans?

I plan on doing some serious Christmas decorating inside and out, volunteering at the VA hospital, taking some time to enjoy the season with family and friends, writing part of Chapter 4 of my dissertation, and kicking back in Cozumel with my husband for a few days before I come back to work in January.

*Marilynn Kish-Molina*
Faculty, Science-Math Department

I will be cooking holiday feast in my kitchen, with eggnogg on my right hand, and red wine in my left...

*Mayuko Gray*
Art Gallery Director

I am flying to New Mexico to meet my sister in Santa Fe. Then we are driving back with a stop in Denver. It should be a fun girls’ roadtrip.

*Kari Drake*
Administrative Assistant, Marketing

I will most likely be heading to the Midwest (Illinois to be exact) to spend time with my family over the Christmas Holidays. Hopefully, I will also see some snow and experience a little crisp winter weather!

*Tracy Orr*
Faculty, Science-Math Department

That’s easy. I will be spending some of my time in Kona, Hawaii, with my daughter, Amanda, and my first (and only) grandchild, Gabriel. Aloha!

*Elida S. Matthews*
Program Coordinator
Adult Education

I will be going to Vincenza, Italy, to meet my new grandson Michael, who is three months old.

*Nancy Chacon*
COM Press

Happy Holidays from the Marketing and Communications Department
Set the Record Straight

Q Does COM have a webmaster at this point? If not, when does the college expect to hire one or will this be sourced out?

A Yes, we have Chris Carpenter who came to Marketing from CAPT. He’s currently temporary but we will be doing a search for a permanent webmaster in December.

Q Who is checking the COM Web page on a regular basis to make sure everything is current (i.e., current phone numbers, CV information that was recently included with contact info)? Since then our phone numbers have changed but the phone number on CV hasn’t. Will this be changed soon?

A Chris Carpenter, our current webmaster, is in charge of the website. However, he is working on getting our new website completed and uploaded soon. Once he is done with that, all outdated information on the website will be updated.

   The new site will be up and running for the new year. Until then we ask that only critical changes be made to the website. However, he is working on getting our new website completed and uploaded soon. Once he is done with that, all outdated information on the website will be updated.

Q I noticed that we do not have as much news in the Galveston Daily News lately. I understand that the newspaper has the right to print what it wants and that COM is given a limited amount of word space for school news, it is that I just haven’t seen much since Jim Higgins retirement.

A We actually have been having quality news coverage in the local newspapers along with a number of photos indicating positive events. Steve Lestarjette, former marketing director at COM, has been doing a wonderful job as a staff writer in Marketing. The amount of space given has been reduced and we can never anticipate what stories the paper will print. We will continue to be vigilant and submit positive news stories for print. Also note that we also use a lot of new media as well.

   Remember to submit a Media Request form, as has always been the policy in Marketing if you would like news coverage. Marketing is currently in the process of hiring a communications coordinator who will be developing a public relations plan.

Q How does the firm that was hired to help with the bond issue think the community climate is for passing such a bond in the spring or is it too early to tell?

A Based on the survey that was conducted by Cambridge, the majority of those surveyed were in favor of and understood the need for the bond. Cambridge also believes that we have a significant amount of work to do in order to educate the voters on our bond efforts. We are currently collaborating with them to develop an implementation plan to be launched the beginning of the new year.

Q When will other bathroom facilities be updated on campus? Is there a plan for this with a time schedule?

A Yes, there is a plan. Now that the first phase has been completed, the second phase is underway. We are renovating all of the public restrooms in the Learning Resource Center. In the Technical-Vocational Building the restrooms near the Business Department, Continuing Education, PTEC and Graphic Arts will also be updated in this phase. The second phase is anticipated to be complete by the first of March.

   Phase Three bidding and approval by the Board is anticipated for March to renovate the Nursing area restrooms in the Technical-Vocational Building, the front restrooms in the Gym and the Fine Arts restrooms. We anticipate completing this phase in July 2011.

Q What is happening with the Alumni Association? What type of activities might be planned to get former COM students to make contributions to scholarship funds (mail outs?)

A As you know Tillie Henson and Earl Alexander are leading efforts to revitalize the Alumni Association. If you are interested in serving in this area or have ideas, please submit them to either Tillie or Earl.

   A membership drive has been initiated with mailouts and distributing information at various activities. We are currently organizing an advisory committee and we will be announcing other activities the first of the new year.

Q Can you give us an update on the status of hiring a permanent Vice President of Instruction?

A I am currently updating the job description for this position. The position should be posted and/or announced prior to the holiday break. My goal is to interview and select a candidate by April 2011.
Q: What is the status of the “COM Cares Haiti Relief Fund”? Have the donations collected last school year been delivered to Haiti? If so, who received the funds? I still see posters advertising this project. Is it ongoing?

A: This has been an ongoing project, however, there has been no additional donations recently. We collected $1,455 from the initial campaign and that was donated to Doctors Without Borders for Haitian Relief.

Q: The summary of the results from the Workplace Survey that the College participated in this summer were very brief. Will more detailed information (i.e., numbers) be distributed to staff, along with the results of the Employee Engagement survey?

A: Yes, more detailed results from the Workplace and Employee Engagements survey will be distributed. We just recently received the preliminary results for the Employee Engagement survey and want to review these together as they are related. We expect to distribute more detailed findings in the early spring.

Q: During convocation the president told us that we would not be hiring a director of human resources. Why is there now a position posted on the college’s website for the Director of Human Resources?

A: I do not remember saying I would not hire an HR director, however situations change. There have been significant staff changes as well as additional assignments to Human Resources. These changes give us the opportunity to improve HR efficiency and services.

Q: In the April 2010 newsletter a question was posed, but I don’t believe it was directly answered. The question was: “What are your thoughts on employee morale in relation to work productivity?” You described your thoughts on employee morale at COM in regards to increasing accountability, but the question was not particularly about the situation at COM, but rather your thoughts on the relationship between employee morale and work productivity. Could you respond to that original question?

A: It is only natural for staff morale and productivity to be affected during a leadership transition in an organization. The college will also experience the usual stages of development that I am sure you learned about in organizational development class. Remember that productivity will increase as employees gain a clear understanding of what is expected of them. With regards to employee morale, this is much more difficult to measure.

Q: Since the Planning Council membership was carefully orchestrated to gather a diversity of perspectives and expertise and each group was “weighted” with these various people, when it became clear that many of those chosen to fill those spots were not participating nor contributing to their assigned committee why weren’t they immediately replaced with those who also volunteered, but were not chosen originally?

A: To my knowledge all employees who volunteered were assigned a planning council committee. Those members who did not participate were not asked to return to the planning council for the 2010-2011 planning year. We have improved the planning council process from last year and we will make replacements and assignments as necessary. Anyone who wishes to participate should contact one of the co-chairs, Dr. Moser or Mr. Trivilino, for consideration.

Q: As a retiree I have always made time to exercise now that I have more time to stay healthy. Why do I have to hear my former co-workers airing out problems about other higher administrators in the department? They should be very careful when they speak. Can you please set the record straight and ask all Wellness employees or any physical education people to give the people over them respect….And just do their work....

A: I think you just did. Thank you very much.

If you have a question you would like President Elam to answer, please submit your question to your council president.
What are best practices from an auditing perspective?

The Association of College and University Auditors (ACUA) identified the Top Ten Ways to keep Internal Auditing from knocking on your door. The Virginia Community College System (VCCS) put these in a presentation. Five of the Top Ten Ways are listed here.

What does your signature actually mean?

• Never sign when you don’t want to take responsibility.
• No one should approve anything they don’t have the authority to refuse to approve.

Document, Document, Document!

• Not everybody remembers things the same.
• Have an unusual situation, document it.

Separation of Duties

• No one should control any process from start to finish.
• Don’t allow anyone to approve an action who might benefit.

Written Departmental Procedures

• Help current employees do their jobs and help train new employees.
• Keep your department from relying too much on any one person.

Prevent and Detect Fraud

• Have good internal controls in place and insist they be followed.
• Not everything that looks suspicious is a fraud, but all frauds look suspicious.

VCCS concluded their presentation with “Trust, but verify.” and “Be the person your dog thinks you are.” If you would like additional information on putting the above Top Ten Ways in practice, please contact the Internal Auditor.

If you have a question you would like Frank Scheidler to answer, please submit your question to your council president.
Veterans Day 2010