

Lose Weight and Feel Better

*Are you having trouble Training by Yourself?
Join The Public Health Walking Program!*

The program will guide you with proper stretching, walking or just dancing to aerobic music. Weight assessment and nutrition advice to help you lose those extra pounds is also provided.

*Place: Track and Field
When: Monday, Wednesday, Friday
Time: 7pm - 8pm*

Free T-shirts for participants who attend more than 20 times.

No fees to sign up, just sign up at the Track and Field with Tino Faatuuala or Sachkio Oahashi during the said schedule.

**For more information contact The Health Promotion at P.O. Box 6027, Koror, Republic of Palau 96940
Phone: 488-3116 or 488-2450.**



Celebrating Birthdays



Gamberlyn S. Ngirmeriil
May 8
Alvina R. Timarong
May 11
Keorung Olkeriil
May 12
Kuye Belelai
May 13

Happy Birthday to you !

We, the Development office staff would like to especially thank all our work-study students for their dedication to their work in helping running errands and keeping the Development Office clean. Thanks alot!



Palau Community College MESEKIU'S NEWS



Friday, May 5, 2000

Weekly Newsletter

Volume 2, Issue 17

Health Insurance New

The new health insurance for PCC being provided by PacifiCare will take effect on June 1, 2000.

Enrollment into the program is now open until May 20, 2000. If you're interested in joining the program, come to HRD office and fill out the forms. Anyone who enrolls after May 20th may be required to take physical exam and be subjected to certain limitations.

HRD Office encourage all interested staff to enroll by Friday, May 19, 2000.

We have also found out the Belau Medical Clinic stopped honoring GMHP on May 1, 2000. If you are still enrolled in GMHP, HRD encourages you to cancel your enrollement now so you won't be charged for premium. Cancellation forms are available at HRD Office.

If you have any questions, please contact HRD staff.

Congratulations to all 2000 graduates

*from the President,
faculty and Staff at
Palau Community college!*

FREE COPY

PHS Agriculture Students Visit PCC Agricultural Science Program

On Thursday, April 27, 12 Agriculture students from Palau High School paid a visit with their teacher, Mr. Lomisang Ngirmekur, to the PCC Agricultural Science Program. The PHS students were introduced to the Program faculty, and then were given a presentation on the program. This was followed by discussion of the importance of Agriculture to the Republic of Palau, and of the various agricultural careers available in Palau.

Following this presentation, the students were given a tour of the PCC Student Farm by our program, and several of them expressed an interesting in coming to PCC next year.

**Academic
Calendar
Page 3**

Communicating Better at Work

By the Editors of Communications briefings
Volume XVI, Number IV

Employees often show concern about the quality and quantity of communication at work.

Some claim that management gives only lip service to open communication but does little to really communicate with them.

Others contend their organizations believe that posting notices on bulletin boards and sending out memos provide adequate communication.

Communication isn't over when you finish delivering your message

Still others say they receive vague instructions that are difficult to follow.

Ineffective communication often results in poor cooperation and coordination, lower productivity, undercurrents of tension, gossip and rumors, and increased turnover and absenteeism.

Experience shows there are many ways managers can improve internal communication. Here are some things they should do:

-Understand that communication is a two-way street. It involves giving information and getting feedback from employees. It isn't finished when information is given.

-Put more emphasis on face-to-face communication with employees. Don't rely mainly on bulletin boards, memos and other written communication.

-Ask themselves, each time they give an instruction, if the message is clear. Most vagueness is caused by failing to be specific. Example: Don't just tell an employee to "show more interest" in his/her work. If an employee spends too much time chatting with others, be specific about it.

-View information as "service to" employees and not "power over" them.

-Listen to employees; show respect for them when they speak. They'll feel part of the team and will tend to be more dedicated and productive. One way: ask questions to show interest and clarify points.

-Don't just talk open-door policy. Practice it by walking around and talking to employees. Allow people to disagree and to come up with new ideas.

-Conduct one-on-one meetings. Ask each employee to tell the manager how the manager can help the employee to do a better job. Then share those things employees can do to help the manager do a better job.

-Prepare publications frequently. Emphasize current issues that employees care about; don't substitute quarterly "prettier" publications for substantive, up-to-date ones.

-Concentrate on building credibility with employees. Managers who lack credibility and fail to create a climate of trust and openness aren't believed no matter how hard they try to communicate.

'Walk the Talk'

If you preach teamwork, do you work well with others?

If you ask your people to take risks, does your behavior match your words?

If you recommend lifelong learning, do you attend seminars and keep up in your field? Managers who fail to practice what they preach lack credibility. Others won't follow their advice.

Put this reminder on your office wall:
"Walk the Talk."

Source: *the Answers Are on the Office wall*, by Paul B. Thornton, Monochrome Press, P.O. Box 424, Exeter, NH 03833.

Attention Attention!! Come One Come All!!

Come to the bookstore and buy fresh eggs and produce straight from the PCC student farm.

**Large eggs - \$2.00/dozen
Produce -priced as marked**

Hurry or you'll miss out on all of the good stuff!!

All income goes to the PCC Agriculture Club.

Thank you for supporting the PCC AG students!!

YEARBOOKS for \$15.00

The 1998-99 yearbook is now selling for \$15.00 a copy at the SBA Office.

The 1999-2000 yearbook staff is currently organizing and all interested students can sign up at the SBA office. The SBA welcomes ideas and suggestions for this year's yearbook. Call 488-2461 for more information

TOEFL Bulletin 1999-2000

Test date: May 13, 2000
Registration fee: \$75.00
Deadline: March 27, 2000

Registration by mail - Mail in the form at least three weeks prior to test date.

For more information, please contact Sabra at the PCC Counseling Office at 488-3036.

RETENTION WEB PAGE

PCC Retention Office, Tel.#: 488-2471, ext. 247

GRADES ARE DUE AT THE ACADEMIC AFFAIRS OFFICE AND ORIGINAL COPY GOES TO ADMISSIONS OFFICE ON MAY 12, 2000 AT 11:00 AM.

Attention Graduates

Graduation invitations are now available at the Student Services Office. All student participants (graduating students), for Spring 2000 Commencement Exercises are encouraged to pick up their invitations.

PCC is Looking For a Few Good Teachers

This year, Palau Community College will be offering a wide variety of classes on a 6-week schedule from June 5th to July 14th. Teachers are needed for the following areas:

*English
Science
Math
Bookkeeping
Marketing/Business
Computer Literacy*

If you are an experienced teacher and/or have a college degree (MA preferred) in one of these areas, please contact Academic Affairs or the Human Resources Office at 488-2470.

Summer Extension Apprentices Program

The Cooperative Research & Extension (CRE) department of PCC is seeking two (2) high school students who are interested in the field of Agriculture and related areas for the Summer 2000 Extension Apprentices Program. This apprenticeship program will provide training opportunities to high school Juniors and Seniors that would generate interest, motivation, and appreciation of the opportunities in the field of Agriculture or related areas.

To be eligible, students must have completed their sophomore year in high school, have a strong background in science and mathematics, have previously been enrolled in agriculture or home economics classes, and be committed to pursuing an interest in the field of Agriculture.

First day of the Summer Extension Apprentices Program is June 12, 2000, and will continue for ten (10) weeks until August 11, 2000. Each student will receive a financial assistance of \$1,000.00 upon successful completion of the program.

All interested individuals must complete all application procedures. Application and all supporting documents must be submitted to Sherry Ngirmeriil at PCC-CRE on or before May 27, 2000. For detailed program information and application, please contact Sherry Ngirmeriil at 488-1037/4983.

Academic Calendar Summer Session 2000

May 12	Grades due
May 19	PCC Commencement Exercises
June 5	First Day of instruction
June 5-8	Last Day of registration