

# Communication Tips

## Reacting to Difficult Types

When dealing with people, be ready to react to actions of different personalities. Some examples:

**-Dealing with the aggressor**, who is intimidating, hostile and loves to threaten.

*What to do:* Listen to everything the person has to say. Avoid arguments and be formal, calling the person by name. Be concise and clear with your reactions.

**-Dealing with the underminer**, who takes pride in criticism and is sarcastic and devious.

*What to do:* Focus on the issues and don't acknowledge sarcasm. Don't overreact.

**-Dealing with the unresponsive person**, who is difficult to talk to and never reveals his or her ideas.

*What to do:* Ask open-ended questions and learn to be silent - waiting for the person to say something. Be patient and friendly.

**-Dealing with the egotist**, who knows it all and feels and acts superior.

*What to do:* Make sure you know the facts. Agree when possible and ask questions and listen. Disagree only when you know you're right.

*Communication briefings - Page 8, Volume XVI, No. IV  
Face-to-Face Communications*

*Source: Business Marketing Reference Manual, by Tom Lapham, 160 Farmington Ave., Bristol, CT 06010.*

## Celebrating Birthdays



Marcus Marcello Aug. 12  
Marlyne L. Olkeriil Aug. 12  
Kashilda Bruno Aug. 13

*Happy Birthday to you!*

## TOEFL Information for School Year 2000-01

Test Dates	Registration deadline	Scores mailed
Oct. 21, 2000	Sept. 4, 2000	Nov. 29, 2000
Jan. 20, 2001	Dec. 4, 2000	Feb. 28, 2001
May 12, 2001	Mar. 26, 2001	June 20, 2001

\* Registration fee is \$110 and you may contact the PCC Counseling Office at 488-3036 for more information.

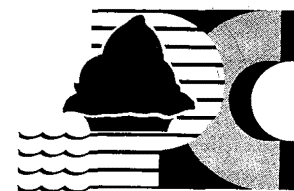
## Graduate Record Examination (GRE) Test

The GRE test for school year 2000-2001 will be administered on October 14, 2000 at Palau Community College. The registration fee is \$125.00

Interested individuals may contact Marensia Edward, Palau GRE Center Supervisor at 488-3036.

## PCC Office of Admissions & Financial Aid Dates to Remember Fall Semester 2000

August 2-16, 2000	Pre-registration for Continuing Students
August 7-9, 2000	Class Schedules for Continuing Students Issue
August 10-11, 2000	Financial Aid Sessions for New Students
August 14-16, 2000	Orientation for New Students
August 15, 2000	Pre-registration for New Students
August 17, 2000	REGISTRATION DAY
August 18-25, 2000	Late Registration Period
August 21, 2000	First Day of Instruction



PALAU  
COMMUNITY  
COLLEGE

Palau Community College

# MESEKIU'S

# NEWS



Friday, August 11, 2000

Weekly Newsletter

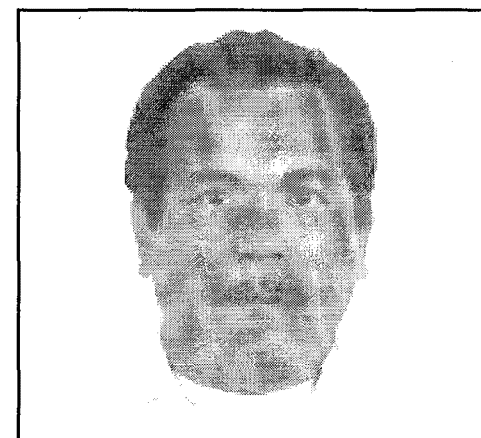
Volume 2, Issue 31

# 3 More ROP Employees Enroll in PCC Endowment Club Everyone Else Invited To Join

PCC is proud to announce that three more employees of the national government have joined the College's Endowment Contributors' Club. As previously reported, ROP Vice President Tommy E. Remengesau, Jr. and Mr. Elbuchel Sadang, Dir. of the Bureau of National Treasury, were the first two employees of the national government to enroll in this program. Since then, Ms. Ruthie Aitaro, executive assistant to the ROP Vice President has enrolled, followed by Mr. Sabino Kyota, Chief of the National Treasury's Division of Finance and Accounting. We are also excited that Ms. Marcella April, Budget Officer of the Palau Judiciary has also joined the PCC Endowment Contributors' Club as of June 29, 2000. We at PCC welcome the new members of this noteworthy cause whose main goal is to secure the future financial viability of Palau's only community college, PCC!



Ms. Ruthie Aitaro  
Executive Asst. to the ROP Vice President



Mr. Sabino Kyota  
Chief, ROP Division of Finance & Accounting

Any and all members of the national government, as well as employees in the private sector, are all invited to join us as we work together to build the PCC Endowment Fund. For those who may not already be aware, individual employees who contribute up to 10% of their taxable income are eligible to receive a full refund! Therefore, they will have contributed to a most worthy cause AND get a refund. Some 100+ employees of PCC have been in this program for the past three years and are proof that it really works. Last year alone, through our individual contributions made on a bi-weekly basis, we collectively contributed over \$12,300 to the PCC Endowment Fund!

Hence, we continue to offer this unique chance to every employee and encourage you to be a member of the team to ensure the continued existence of higher educational opportunities for Palau's future children.

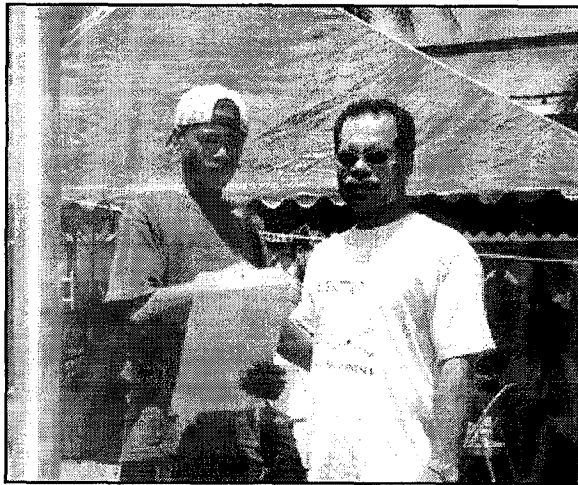


Ms. Marcella April  
Budget Officer, Palau Judiciary

If you are interested in joining the PCC Endowment Fund Contributors' Club and would like more information about how to join, or have questions about the PCC Endowment Fund, please do not hesitate to contact Jay Olegeriil at PCC telephone number (680)488-2470/2471. He will be more than happy to help you. **Join the rest of us and help tomorrow's students today!**

Mesekiu's News  
Palau Community College  
P.O. Box 9  
Koror, Palau 96940

## PCC Thanks SWEP Student



Palau Community College, most especially the Recreation Division, would like to extend our deepest appreciation and gratitude to Mr. Jerry Truce, for his valuable assistance to the College this summer. Jerry was employed here as part of the Summer Work Experience Program (SWEP) and his participation couldn't have come at a better time. While here at the College, the 17th Annual Pacific Educational Conference took place on the campus for three consecutive days. During this time, Jerry became a strategic member of the Finance/Information Committee and proved to be a most valuable asset. As Jerry continues his education this school year by entering high school, PCC (especially Ismael Anastacio, Presley Etibek, and Jay Olegeriil) encourage him to keep up the good work. We are very proud of Jerry and hope that one day he will once again grace the college campus as a PCC student!

*Thank you Jerry!!!*

## PCC Library Provides Update on its Library Book Circulation

If you haven't been to the PCC library lately, perhaps you should plan a visit in the very near future. Every month, the PCC library increases its resources in almost every subject, allowing patrons the opportunity to gather much needed information in one central location. To give the reader an indication of the extent of how much we have grown over the past three years, please refer to the following table:

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
1998	980	849	940	1488	736	700	1322	1104	2246	3067	1791	1319	16587
1999	1295	1745	2240	3135	1746	1822	3680	2567	2788	2536	3474	1898	28926
2000	3186	5547	4299	4227	4445	4826	3258						
2001													

## PCC receives Japanese Teaching Materials Resulting from Grant Proposal

The College has received notification from the Japan Foundation Japanese-Language Institute that PCC will be the recipient of teaching materials to augment the Japanese courses being offered by the College. This is a result of a proposal submitted by PCC which was put together by the Development Office and our Japanese instructor Tomomi Tani. The teaching materials are expected to arrive in October this year. As interest in learning the Japanese language steadily increases, these materials will be very useful in enhancing our Japanese course offerings. This summer, Sensei Tomomi taught two Japanese language courses, and so far this fall, we have one course registered and will most likely register another based on the expected high enrollment. Some of the materials expected include:

- \*Let's Learn Japanese Basic I  
Lesson 1- Lesson 26
- \*Romanized English-Japanese
- \*Japanese-English Dictionary
- \*Crash Course Japanese for Businessmen

If you are interested in enrolling in the PCC Japanese language classes, please contact our Office of Admissions & Financial Aid or our Office of Academic Affairs at PCC telephone number 488-2470/2471.

## PPEC Holds Meeting at PCC

The Pacific Postsecondary Education Council (PPEC) recently held its quarterly meeting at Palau Community College. The meeting, held on July 25-26, 2000, coincided with the 17th Annual Pacific Educational Conference, and gave the PPEC members an opportunity to network with fellow educators from throughout the Pacific region. The next meeting of PPEC will be decided upon at the September PREL IHE meeting to be held in Hawaii.



PPEC Members take a break from their meeting and pose for a group photo.

# RETENTION WEB PAGE

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

## ATTENTION 2000 HIGH SCHOOL GRADUATES!!!

PCC would like to encourage all 2000 high school graduates to seriously consider enrolling at PCC for the first two years of your higher education endeavor. PCC has successfully been an accredited institution since 1977, by the Western Association of Schools and Colleges (WASC). Our accreditation status has been reaffirmed time and again with no exception. Moreover, we have articulation agreements with many universities and colleges in the Pacific region such as the University of Guam, University of Hawaii-West Oahu, Hawaii Pacific University, Chaminade University of Honolulu, University of Hawaii-Hilo, Brigham Young University-Hawaii, and others. PCC offers programs and certificates/degrees in the following areas:

Agricultural Science	Criminal Justice	Education
Liberal Arts	Nursing	Business Accounting
Office Administration	Tourism & Hospitality	Air Conditioning & Refrigeration
Automotive Mechanics Technology	Construction Technology	General Electronics Technology
Electrical Technology	Small Engine & Outboard Marine Technology	

Come to PCC and let us provide you with the foundation for a successful experience in higher education. Come to PCC and secure your future! Please call Bennie, Lourdes, Losii, or Elsie at 488-2471, ext. 265 for an application form and assistance.

## Pre-Registration for Returning, Readmitted, Transfer and New Students August 15, 2000

The following Steps will be Followed:

Step 1. Meet with your Advisor and select classes to take.

Step 2. Complete the registration worksheet with your advisor, keeping in mind the following:

- Print all student information on top of the form correctly and neatly
- Print all course information correctly and neatly
- Make sure course pre-requisites have been met
- Check to make sure the proposed or desired schedule does not contain time conflicts
- Read the Directory Information at the back and complete the section on student's records disclosure
- Student and the advisor review registration worksheet to ensure accuracy, then both sign and date

Step 3. Pay the required initial tuition fee of \$50.00 and pick up clearance form the Business Office.

Step 4. Submit completed registration worksheet to the Office of Admissions & Financial Aid.

Sept 5. The Office of Admissions & Financial Aid will pre-register students based on a first-come first-served basis.

Sept 6. Present the clearance at the Office of Admissions & Financial Aid beginning on August 17, 2000 and pick up your Official Student Schedule. If there are inconsistencies or discrepancies, you will be given instructions as to when to pick up your official student class schedule before leaving the Office of Admissions & Financial Aid.

REGISTRATION DAY - August 17, 2000

LATE REGISTRATION PERIOD - August 18-25, 2000

Pay \$10.00 late registration fee at the Business Office. Present the receipt(s) to the Office of Admissions & Financial Aid and pick up your Registration Packet.

DROP/ADD PERIOD - August 18-25, 2000

1. Consult with your advisor and obtain approval of the requested change
2. Pay a fee of \$2.00 at the Business Office
3. Present your receipt(s) at the Office of Admissions & Financial Aid and Pick up a Drop & Add Form
4. See your advisor for approval and signatures
5. Return the Form to the Office of Admissions & Financial Aid and pick up your updated Student Class Schedule

NEW STUDENT ORIENTATION PROGRAM  
FALL SEMESTER IS ON AUGUST 14-17, 2000