



2012 Exemplary Award winners

"Accepting nominations soon for the STTACC 2013 Exemplary Awards"

STTACC CHAT

Staff Training for Technical and Community Colleges

Spring | 2013

From the President

In This Issue



Dear STTACC members!

What an exciting ride this year! The logo contest had so many inspiring logos to choose from but only one came out on top! The winner and the logo will be revealed at

the 2013 STTACC Annual Conference at Big Bend in August.

It is time to put your thinking caps on and decide who you would like to nominate for this year's STTACC Exemplary Award 2013. There will be an email out in the not-to-distant future requesting nominations. There will be criteria to guide you in your decision. Choose wisely.

See the photo just above my head? That is a photo of our 2012 STTACC Exemplary Awards! Pictured (left to right) are Cindy Cannella from Region E's Pierce College; Mark Holm, from Region A's Grays Harbor College; Kathy Aldrich from Region D's Big Bend Community College; and Barb Kristik from Region C's Shoreline Community College. Not pictured: Julie Autry from Region B's Lake Washington's Institute of Technology.

The STTACC Committee has been working hard to create a new website design based on the winning logo. Ideas are flying around and a great final website design based on the winning logo. Ideas are flying around

and a great final website will be ready for unveiling at the conference. Big special thanks go to Dionne Bonner, Communication Coordinator, and Karen Osborn, Webmaster, for all the hard work they have been putting into this project. Our goal is to have an appealing website that is fluid and functional with a great Training Resource Library that will be filled (eventually) with great training ideas and links for you.

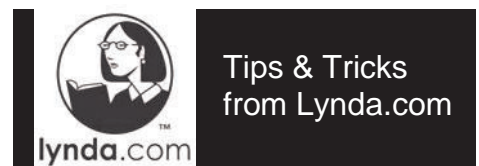
A final thought to this quarter's STTACC Chat President's Letter... We all talk about how awesome our co-workers are, what a great job this or that department does for the students, how friendly and helpful others around you are, and what a great place your college is to work. But remember this: there may come a time when your life is filled with strife. Suddenly, you realize your co-workers and others about you are not just 'employees' but they are your family. They are supportive, caring, and full of prayer, warm thoughts and well wishes. They love, hug, listen, speak words of wisdom, and share similar experiences and fears. When strife enters your life, remember...embrace your family, it's good for you.

Have a great summer and I'll see you in August!

Sandy Johnson
STTACC President



Staff Professional Development Day
The theme - Support Staff Joining Forces – We Are All on the Same Team! - Page 5



Tips & Tricks from Lynda.com

Community Colleges of Spokane make online training available.
With Lynda.com staff learn about programs they work with daily saving time and helping them work more efficiently. - Page 13



Pierce College Professional Development News
Our theme this year was "Game ON", so we asked everyone to wear a jersey or t-shirt of their favorite Team. - Page 16



21st Annual STTACC Conference

Now and Then

Big Bend Community College
Moses Lake WA

August 8 - 9, 2013

****Productive Workshops****

****Motivational Speakers****

****Innovative Ideas****

****Practical Solutions and Strategies****

****Straight Answers for Specific Needs****



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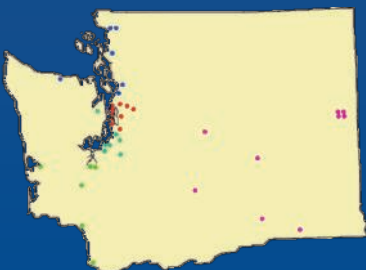
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Who should attend?

This conference is designed for all classified staff employed with Community and Technical Colleges in Washington State.

What can I expect?

Testimony from attendees say that the conference is a great way to visit other Washington State campuses, network with other campus personnel, attend workshops beneficial for professional development, personal growth and health and wellness.

How much does it cost?

The cost for the conference is \$125 and covers all meals for the two-day event. Start planning to attend today.

******SAVE THE DATE******

Grays Harbor College

Submitted by Angela Fenn

Each quarter the GHC Staff Development and Training Committee recognizes a staff member who has made an impact on campus. I would like to announce that the award winner for Winter 2013 is Michelle Roos! Here are a few things her nominators had to say about the work that Michelle does:

“Amidst all the turmoil of staffing changes, office location changes and the introduction of HigherOne, Michelle has remained patient while maintaining a positive attitude. She is a mainstay around here, especially with her support for Choker athletics. If any staff member deserves this award right now, I believe it is Michelle!”

“There seem to have been so many changes - whether it be job location, job duties, financial aid payments & how they are handled, etc. within the scope of Michelle's work. Michelle always seems to have a smile whenever I see her...that's such an admirable quality and surely shows that she enjoys her job (whatever it might be!).”

“During the past 6 months the business office has had a lot of trials, and Michelle has stepped up to the plate, taking a lead role with Higher One conversion and doing double duties during periods of lean staffing. She has maintained a cheerful attitude and has always been a positive advocate for students and staff.”

Congratulations, Michelle!
Sarah Alvarez - SDTC 2013 President



Region A Colleges

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Above is a picture of **Adam Pratt** who is a faculty member here at Grays Harbor College. On Earth Day Adam test drove a Nissan Leaf to work from his home in Olympia. The Nissan is Fully Electric and was the first car to use the new EVCS (Electric Vehicle Charging Station) that was installed here a few months ago. When Adam arrived at the college after his commute, the car showed he had 10 miles until the battery needed to be charged again. Adam had traveled 60 miles on his drive from Olympia. He plugged his car into the Level 2 Charging Station when he arrived at work. The car was fully charged in 3 ½ hours.


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Bellevue College

Submitted by Classified Staff Professional Development Committee

Bellevue College's Classified Staff Professional Development Day, an all-day professional development training with the theme "*Communications and Connections*" was attended by 80 Classified Staff. Highlights of the day included interactive workshops: *Student Veterans - Their Transitions*, *Retirement Planning*, *Keyboard Athletes*, *True Colors Personality Typing*, *Communicating Without Judgment*, *Google Drive and Windows 7*, *Sustainability @ BC*, and *Safety/Emergency Training*.

Spring quarter campus activities include:

4/24/2013 11:00 AM- 12:00 PM	Camtasia Relay	Any employee	A109
4/25/2013 11:30 AM- 1:00 PM	FREE Retirement Workshop, Presented By Kirk Larson of The Social Security Administration	Any employee	N201
5/3, 5/10, 5/17	Excel workshops	Classified	
5/14/2013 2:30 PM	Driver's Safety Class	Any employee	 R210
6/11/2013 2:30 PM	Driver's Safety Class		

Other campus activities during the Spring quarter included:

Pluralism in the Selection Process – sponsored BC Human Resources
Employee Cafe Sessions – informal open discussions sponsored by the BC Employee Pluralism Committee

Bellevue College also provides scholarship opportunities so that Classified Staff can further their personal and professional growth during the year. Scholarship awards can be used to defray the cost of tuition, conference registrations or books.



About STTACC Membership
Membership in Staff Training for Technical and Community Colleges is available to all community and technical colleges throughout the state. Contact STTACC at board@sttacc.net to apply for membership.

Lake Washington Institute of Technology

Submitted by Kathy Johnson



Support Staff Professional Development Day

The theme was **Support Staff Joining Forces – We Are All on the Same Team!** Classified staff Julie Autry, Annie Davis, Kathy Johnson, Rudy Oppermann, Mary Suhler, and Chris Switzer planned this special day of training. Dr. Kathleen Curphy, Vice President of Instruction, gave a talk on team building with a fun activity to demonstrate communication challenges.

Lisa Voso of www.VosolImpact.com presented two excellent workshops. **Creating Sustainable Human Energy** focused on how communications can deplete our energy and identified ways to manage thought processes in difficult times. **Difficult Conversations** offered concepts and skills needed to improve our ability to start and maintain productive discussions in difficult situations.

Other workshops included:

Where Worlds Meet: Understanding Cultural Diversity–Kathy Johnson, Senior Human Resources Technician

Making Sense of Department Budget Reports–Mary Suhler, Accountant

Organizing College Events–Casey Huebner, Manager of Facilities, and Cindy Chalmers, Fiscal Technician III

Navigating the Social Media Maze–Jen Boyer, Public Information Officer

Taking Effective Meeting Minutes–Julie Autry, Human Resources Technician

Preparing for Retirement: Medicare Options–Rod Haynes, Health Insurance Specialist at Centers for Medicare & Medicaid Services

Campus Safety Begins with You–Officer Audra Weber of the Kirkland Police Department

Note: Presenters were? LWIT staff unless otherwise noted.

Training & Events for Fall & Winter Quarters included:

Lock Down Drill & Campus Safety Videos

posted by Patrick Sturgill, LWIT Manager of Safety & Security. The videos cover earthquake, fire, lock down, and active shooter situations.

[Click here to see the videos](#)

State Ethics Training–Melanie deLeon, Executive Director of the WA State Ethics Board

Posture & Ergonomics–Dr. Ryan Coogan, Eastside Spine & Injury

Naturopathic Medicine Overview–Dr. Linda Costarella, LWIT P/T Faculty

Safe Zones Training–trains faculty and staff to provide safety & support for LGBT students. Dr. Ruby Hayden, LWIT Director of Student Services

Bike for Work & Play-Intro to 2 wheeled locomotion & Basic Bike Maintenance–William Gerdes, Cascade Bicycle Club

Commute Smart in April–Share the ride to work for 10 days in April and track those trips www.RideshareOnline.com

Fall & Winter Blood Drives–Puget Sound Blood Center

Flu Vaccinations–www.GetaFluShot.com

6th Annual Mental Health & Community Resource Fair–Homelessness: The Invisible Student–LWIT Counseling/Student Programs/ Social & Human Services Program

Spring Plant Sale–Horticulture Program

Health & Wellness Expo–The Employment Resource Center, Student Programs office, and Fitness/Personal Training Program

Strategic Planning Forums



North Seattle Community College

Happenings at North Seattle Community College

● **Enrollment Update:** Thanks to campus wide team effort, NSCC continues to lead the district in enrollment and are the highest in terms of percent of target, as of April 4th, where we were at 97% of our target. Efforts to reach 100% will continue. Kudos to North on a job well done!

● Congratulations to **Chris McCurdy** for receiving the NSCC Golden Star Employee of the Quarter Award for Winter 2013! Congratulations & Kudos!

● **The Sustainability Office** is hosting a Permaculture event & discussion for the Licton Springs P-Patch with Project Manager & Office member, Laura Sweany. "Putting the dirt back into the Earth." Contact: Benjamin Silver at (206) 934-6127 or Benjamin.Silver@seattlecolleges.edu. Here is the details:

Licton Springs P-Patch Work Party
Saturday April 27, 2013
10:00am-2:00pm, Licton Springs
P-Patch, 92nd St., West
entrance to the campus

The Security Office
is hosting a New
Webinar called

"Active Shooter: The Best Practices in Table-Top Exercises," to be held on May 2nd at 11:00am in ED 2843A. This is a 90 minute webinar, which will discuss two common scenarios in detail & walk you through it. It's interactive. The two scenarios will cover the following scenarios: Active Shooter & Lockdown and Shelter in Place. Contact Darryl Johnson at (206) 934-3636 or Darryl.Johnson@seattlecolleges.edu.

Thanks to campus wide team effort, NSCC continues to lead the district in enrollment...

● **The new Technology Building** is making strides to completion. The naming of the building will commence. Any suggestions should be made to Steve Miller on or before April 26th, so he may present it to the Capital Project Steering Committee on April 29th. The Executive Team will then make their decisions.

● **The Accreditation Team** came through North for a "Year Three Self-Study Report." We passed accreditation with high praise & only a couple recommendations. Yay, Go North!

● **The Women's Center** is proud to announce that students can access some of the books & other educational resources online for free or at a reduced cost via the following link:
Open Course Library:
<https://sites.google.com/a/sbctc.edu/opencourselibrary/developer-resources/librarians>.

● **The NSCC Art Department Faculty held a Forum to introduce the Art Mural Project**, an all-campus initiative that speaks to the college's "Core Theme 3: Building Community," on January 30, 2013. Here is the link to the 42 minute video invitational, so you can see the details & goals of the project:
http://webshares.northseattle.edu/tlc/artmuralproject_forum1.shtml For any questions or further comments, please contact: Kelda Martensen at Kelda.Martensen@seattlecolleges.edu. For problems playing the video in Mac Safari browser, go here:
<http://vimeo.com/58684427>. For viewing Power Point slides of the presentation at your own pace, go here: <http://www.scribd.com/doc/123079559/NSCC-Arts-Task-Force-Mural-Presentation>

● **Humans vs. Zombies** is a fun game to make new friends & get connected with what's happening on campus. From Wednesday, May 15th through Wednesday, May 22nd, NSCC will once again be the battle ground for human survival and zombie supremacy. If you're interested in playing or want to find out more, you must attend one briefing session in the Student Club Room (CC 1360) on Monday, May 13th at 10am, 12pm or 3pm and Tuesday, May 14th at 12pm or 4pm. May the best team win. Or contact Erin Wilson:
Erin.Wilson@seattlecolleges.edu.

● On May 1st from 10:00am-2:00pm, NSCC will be hosting its **Annual Student Health Fair** in the cafeteria. Everyone is welcome to take advantage of the health tests and information provided by the various health organizations and agencies. There will be free health screenings that include, but are not limited to, blood glucose, blood pressure, and Bio Scans.

● **Knot Your Ordinary Yarn Club** is open to anyone interested in knitting, crochet, needlepoint, felting, or other fiber crafts. They meet from 11:00am-4:00pm on Mondays in the Espresso Lounge when the weather is bad, or outside in the courtyard if the sun is shining. This is a great way to meet friends & unwind from class. All skill levels welcome. The club also has a huge supply of yarn. All you need is a pair of knitting needles or a crochet hook or whatever implement you use, and show up!

● **PTK sets record: North's Phi Theta Kappa Alpha Epsilon Omega Chapter** was awarded Five Star Chapter status along with numerous other awards at the Greater Northwest Regional Conference held the first weekend in March in Tacoma. Congratulations!

South Seattle Community College

● **Two North Students Receive Academic Team Honors:** Heike Rodriguez (who was recently named Washington's 2013 Coca Cola New Century Scholar recognizing her as the highest scoring community college student in the state) & Richard Lee; whom both were nominated by North to represent Washington State on Phi Theta Kappa's national All-USA Academic Team as well as on the All-Washington State Academic Team, which recognizes and honors the state's finest higher education students. Governor Jay Inslee honored Heike and named her Washington's New Century Scholar at the All-Washington Awards presentation ceremony in the state capital on March 21st. She was also recognized at Phi Theta Kappa's Annual Convention on April 6th in San Jose, CA. Both have extensive high regards & are active within the community.

● **North is launching a new Evening Associates Degree Program in Business (AB DTA)** in the Fall 2013. This will provide students the opportunity to study full time and complete their degrees in two years or less.

● **WCCCSA Study Abroad:** The Washington Community College Consortium for Study Abroad is accepting faculty applications for 2014 programs for Spring 2014 in the Czech Republic and for Fall 2014 in London, England.

● During an **emergency evacuation** on March 8th, a North employee, **John Hagan's**, and IT Systems Specialist, receives high honor for hand-carrying the rolling pack and stack of books for a student unable to maneuver two flights of stairs in the Education Building during the evacuation. Kudos for a job well done, John!

South Seattle Community College will have our Spring Breakaway at the Duwamish Longhouse on May 17th. We will be hosted by Elected Chairwoman, Cecile Hansen. Cecile is the great great-grandniece of Chief Seattle the, man who the City of Seattle was named for. Cecile has lead the Duwamish Tribe for over 30 years on a journey to reclaim their right to be recognized as a tribe. James Rasmussen of the Duwamish River Clean-up Coalition and a Duwamish Tribal member will take us on a river walk along the Duwamish River, a Federal Super Fund site, to tell us about the work that is being done to clean the one and only river in the City of Seattle.



Dan Zadra, Best-selling Author and Founder of Compendium Publishing, www.live-inspired.com and Trust Your Crazy Ideas, LLC will be with us to talk about his latest book: "One – How many people does it take to make a difference? Johnny Moses, Master storyteller, oral historian, traditional healer and respected spiritual leader will warm our hearts and make us laugh when he tells his stories as animal characters like Crow, Bear, Flea, Ant and Mosquito in different native languages translated to English and back again. For Information about the Duwamish Longhouse/Tribe and The Duwamish Clean-up Coalition go to www.duwamishtribe.org



C Region C Colleges



Region C Colleges

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vacant

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Bellingham Technical College

Assessment Center

The Assessment Center has moved into new permanent offices starting January 2013. The new layout offers AC staff to hold walk-in testing for most tests rather than testing by appointment, which helps to re-direct appointment setting workload from Admissions. We also can seat students with disabilities that need a private room.

These changes will be even more beneficial as we move from paper GED to computer based GED starting July 1, 2013, as we will be able to offer walk in testing for all appointments.



Student Services

Dennis Dashiell, Whatcom Region Managed Behavioral Health Manager at Health Promotion Northwest EAP, presented a workshop for Student Services staff on November 16, 2012. "Dealing with Difficult Customers" covered topics ranging from empathy vs. analytic thought to defusing Customer Situations. A follow-up workshop addressing situation specific to BTC is planned for March 15, 2013.

Dawn Hawley

Dawn attended one day of the American Library Association's Midwinter conference in Seattle on January 27, 2013.

Chris Crosser

Chris completed an online webinar on December 28, 2012. The American Management Association International webinar identified strategies on "How to be a Successful Manager as an Introvert." The webinar identified Introvert skills and strengths and how they can be successfully applied in the workplace.

Washington State Canvas Users Group (WACUG) Conference

Dawn Hawley, BTC Library Specialist/eLearning Instructional Technician, attended the Washington State Canvas Users Group (WACUG) Conference March 28th and 29th. She, along with BTC's eLearning Director Stoo Sepp attended this two-day conference which focused on the switch to Canvas from other learning management systems at colleges around Washington. It included sessions on best practices for Canvas instruction, administration, and support—also opportunities for networking, and more. Tacoma Community College hosted the event, which was sponsored by SBCTC and Instructure, the folks who are bringing us Canvas. Participants included eLearning administration and staff, faculty, library staff, and IT staff from the 34 community and technical colleges, as well as WWU, UW, EWU, and CWU and WSU.

Everett Community Colleges

■ ■ EvCC just implemented a new online training option for employees - EvCC's ecademy. Through ecademy, employees have 24-7 access to learning resources for skills improvement, professional development, technical training, performance support, and more. Over 6,000 online courses and certifications are available in categories such as Desktop Skills, Safety & Health, Customer Service, Project Management, Lean Six Sigma, Strategic Planning, Accounting, Budgeting, Leadership, Writing, Communication Skills, Time Management, and many more.

To introduce ecademy, the college is offering a "Treasure Hunt." Employees who log in, answer a few questions about the ecademy resources, and complete at least one course by May 10th will receive a prize.

■ ■ In March, the Classified Staff Training Committee hosted EvCC's annual Dip Day. The 2013 event saw 13 dips entered, standing room only, and 83 ballots cast. The dips were consumed quickly, forcing the voting to close early. Congratulations to the new Big Dip, Diane DiVito from Enrollment Services. Diane's Jalapeno Dip was a runaway winner with 40 votes - the most overall. She will have the honor of the Big Dip Crown for the next year, plus a \$50 gift card.

The four category winners each received a \$25 gift card. Winner in the Savory category was Leigh Christianson of Business, North & East County Division for her Crab, Spinach & Artichoke Dip. The Spicy category winner was Kimi Crombie from Admin Services, with her Triple Cheese Cayenne Dip. The winner in the Sweet category was Linda Nichols' Cinnamon-Cream Cheese-Toffee Dip. The winner of the Scrumptious category (and among the top overall vote counts) was Katie Jensen, Dean of Basic & Developmental Education, with her delicious Muffaletta Dip.



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D Region D Colleges



Region D Colleges

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Big Bend Community College

Submitted by Barbara Collins

■ Professional development training is becoming a campus wide goal as the HR director continues to seek opportunities for all personnel. On April 30 the Personal Accountability and the QBQ is scheduled. Some classified staff continues to enroll in professional development classes and have achieved their associate degree. As opportunities arise, individual departments review specific training opportunities and send personnel as needed.

■ As the weather turns warmer, we move into a new quarter. The classified staff committee continues to have fund raising events to help finance the STTACC conference hosted by BBCC in August. The fall book sale, craft bazaar, salad bar lunch, and accessory sale have all been successful.

■ The temporary fencing and heavy equipment have been removed from the 1400 and 1200 buildings and construction for the expanded Student Success Center and STEM (*Science, Technology, Engineering, & Math*) Center are now completed. Classes have relocated to their assigned areas and students are using the math emporium lab to its full capacity. A community grand opening is planned for May 3.

■ The SSC provides a one-stop location that serves a number of resources for all student including tutoring, peer mentoring, and laptop and book checkouts. The STEM Center provides a centralized study environment, additional classrooms and tutor services for math and science, and individual advising for STEM degree opportunities.

■ Warmer weather helps with campus projects and repairs while the maintenance crew keeps our grounds looking great for the baseball and softball events. Many are keeping healthy by walking during lunch time or after work in preparation for their part in the July 19 Relay for Life. Char Rios, wellness coordinator reminded us to complete our Health Counts before June 30 and set up our personal health record to monitor progress for extra reward points.

■ The ATEC/Masto Conference has a full calendar of events including the Annual Job and Career Fair, Citizenship Day, Annual Community Partnership Against Substance Abuse, the BBCC Foundation Dinner and Auction and JÉducate. College personnel continue to support student club fund raising, TRiO auction, Phi Theta Kappa car wash, Without the staff and volunteers on our BBCC campus these events would not be as successful as they have been over the past years.

■ A number of us have experienced the uncomfortable heat in the gymnasium at campus graduations. This year we are testing the waters and moving graduation outside to Lion's field on June 14. In lieu of a separate classified staff awards celebration President Leas is recommending this be included with the commencement day celebration agenda. Retirement and staff awards will be combined with an all-campus celebration in the Masto Conference Center.

■ In closing I encourage everyone to consider coming to the STTACC conference in August. Information will be available soon on the STTACC website.



21st Annual STTACC Conference

Now and Then

**Big Bend Community College
Moses Lake WA**

August 8 - 9, 2013

****SAVE THE DATE****

Walla Walla Community College

○ WWCC had a Classified Training Event on Wednesday, April 24th. We hope to have all 104 of our classified employees in attendance. We will be bringing together staff from our Clarkston campus, our Washington State Penitentiary campus, our Coyote Ridge Corrections Center campus, and our main WW campus. We will be having some community members speaking on the following subjects:

- Local Attorney – Wills/Power of Attorney/Eldercare
- YMCA – Overcoming the Fear of Becoming Fit
- School Employees Credit Union – Financial Yoga & Identity Theft

○ We have started a new EAP program and are going to have that company come give us a demonstration. As well as having one of our own faculty members, Jan Kruper, talking to us about “How Happy Am I?”, authentic happiness and learned optimism.



“Like” STTACC on Facebook

Help us grow, “Like” the STTACC Facebook page at <https://www.facebook.com/STTACC>. You’ll be connected to daily comments and posts from member colleges. And you can post news about what’s happening at your campus.



Community Colleges of Spokane

The Classified Staff Training and Development Committee is looking for a few good people to join our team. What would that entail, you might wonder? We're glad you asked!

- Attend monthly committee meetings
- Help plan and carry out Quarterly Classified Staff training events
- Assist in fundraising efforts for the Classified Staff Scholarship Fund
- Participate in the selection of the Outstanding Classified Staff recipients
- Other duties as assigned (what job description would be complete without this!)

If you are interested in being a part of this fun committee, contact **Debbie Stafford X5162** or **Doug Mitchell X5182**



AAWCC Comes to CCS!

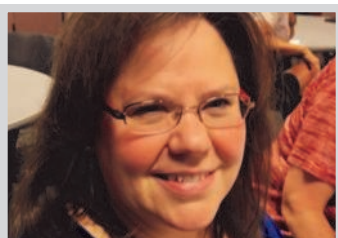
Did you know that CCS has its own AAWCC chapter?? The goal of **AAWCC** (American Association of Women in Community Colleges) is to provide professional development, leadership training, networking, and fun for women (and male supporters!) in community, junior, state, and technical colleges. All women (and male supporters!) at CCS are invited to participate in our local chapter's activities and events to:

- Encourage educational program development for women in community colleges.
- Develop communications among women in community colleges.
- Promote and offer local and state workshops for women in community colleges.
- Disseminate information on courses, programs, and services for professional women.
- Address equity and other issues pertinent to women students and staff.
- Did we mention having fun?!

Janet Gullickson
challenges
employees to
"get out, get
online and
network,"

For more information about joining the CCS chapter of AAWCC, contact any of the officers:

- Sally Jackson**, President, sally.jackson@spokanefalls.edu
- Lori Hunt**, Vice President, lori.hunt@ccs.spokane.edu
- Lisa Hjaltalin**, Treasurer, lisa.hjaltalin@ccs.spokane.edu
- Grace Leaf**, Secretary/Communications, grace.leaf@ccs.spokane.edu
- Cheri Johnson**, Committee Chair, cheri.johnson@iel.spokane.edu



AAWCC Creating Connections!

It would be easy for **Gwendy Marshall**, Payroll Coordinator, to stay hidden in her second-floor cubicle at the District Office. But after hearing SFCC President Dr.

Janet Gullickson challenges employees to "get out, get online and network," Gwendy is pushing herself to move out of her comfort zone and meet new people across CCS and on LinkedIn.

Janet's January keynote message to the CCS chapter of the American Association of Women in Community Colleges (AAWCC) hit home for Gwendy. "This is my first state job, and I've never worked at a school before. In some way, everyone here is involved in helping students create their futures. I joined AAWCC for the networking, and I'm looking forward to going to more trainings and meeting other members."

Gwendy is taking it upon herself to learn about programs on campus too. For example, she loves going to Orlando's, SCC's Culinary Arts restaurant, and to the Cosmetology salon to see what students are doing; knowing her work plays a part in supporting the CCS mission. She enjoys having contact with faculty and staff as well as helping them solve problems and even answer questions about payroll. "I love payroll, I love people, and I enjoy learning what we're doing as a community," Gwendy shared. She encourages her classified staff colleagues to join AAWCC like she did, so that they can be a part of an organization that champions women (and male supporters!) and maximizes their potential.

— *Way to go, Gwendy!*

Community Colleges of Spokane

Typs & Trycks from Lynda.com

Have you ever wondered how to create a pivot table in Excel? How about creating a signature block for your emails, or setting up additional folders to help keep track of the mountain of emails you receive so you can easily find them again? Maybe you have been asked to prepare a PowerPoint presentation but had no clue where to begin. Lynda.com can help!



Lynda.com is a free online training tutorial available to **ALL** CCS staff to learn these skills, and many more. Currently there are 1,699 tutorials available ranging from Photoshop, Publisher, Windows, Digital Photography, and even 3D Animation (although that probably doesn't relate to any of our jobs)! The point is, if you need to learn a new task, Lynda.com probably has a tutorial to help. Each tutorial is broken down into small, easy to follow steps and can easily be watched a little here and a little there. Lynda.com even keeps track of what training you have watched, and once you complete a module you can print off a very attractive certificate, suitable for framing! Lynda.com can be found on our Intranet page, under Human Resources, then Training. Once there you can't miss the link.

Brenda Norman, forms designer in District Marketing and Graphics, comments:

- With Lynda.com, learn about tools of the programs you work with daily that will save you time and help you work more efficiently – create reports, headers/footers, tables, templates, etc in Word; spreadsheets, formulas, pivot tables, templates, etc in Excel; meaningful presentations in PowerPoint; organize e-mail/events/contacts, set up rules for e-mail, etc in Outlook... and so much MORE!
- The tutorial presenters are experienced and very knowledgeable.
- Lynda.com has been beneficial for my work with forms/e-forms, working with SharePoint, and a variety of other needs.
- I appreciate how many tutorials there are for the 600+ applications it covers – ranging from Internet browsers (Google, Firefox) to social media (Facebook, Twitter) to Microsoft Office programs (Outlook, PowerPoint) and web development.
- Earn a certificate as you complete tutorial sessions to go towards your training or simply view small segments as needed.
- **It's easy to access...** While logged on to CCSnet, go to Human Resources, Training, then click on the Lynda.com image on the page. Easily search by subject, software, author, or simply type what you would like to learn in the "Search" box on the right.
- Take a few minutes to learn something that will save hours of time in the future – a great return on investment!
- It is accessible 24/7 anywhere there is Internet access (even on smart phones/tablets and iPhones/iPads) – I have often accessed it from the comfort of home when convenient for me. (Many people pay to attend a computer class to learn how to work with a software program, but don't utilize what they learned right away, then forget it.)
- The tutorials are easy to follow and features of the different applications are well explained.
- It's **FREE** for CCS employees (**but for a limited time only**...our free access will expire June 2014!)

Thank you, CCS, for making the wonderful resource of Lynda.com available to us!



Community Colleges of Spokane

Classified Staff Scholarships Return!

The Classified Staff Training & Development committee worked hard this year on their CCS Cookbook and See's candy fundraiser and raised nearly \$2,000 towards the Classified Staff Scholarship fund. This fund helps classified employees further their education by awarding scholarships that can be used towards certificates or degrees; even a master's degree! If you are already, or want to take **credit bearing** courses you can apply for one of these scholarships. The funds can be used for tuition, fees and related books for the courses you are enrolled in. The Classified Staff Training & Development committee will be awarding at least four \$500 scholarships this year. Follow the link below to access the form, and submit it by May 31, 2013 to be considered for this year's scholarships. **Late entries will not be considered.** Winners will be notified in late June. If you have questions please contact Committee Co-Chairs Doug Mitchell X5182 or Debbie Stafford X5162. The **Classified Staff Scholarship Award Application** link is available on Forms A-Z on CCSnet.

Outstanding Classified Staff Award!

Every year CCS acknowledges classified staff employees who consistently go above and beyond in the performance of their assigned duties. One classified employee from each of the four CCS units is presented the **Outstanding Classified Staff Award** at the annual fall orientation. Classified staff, administrators, faculty and even students can nominate a classified employee for this award. The winners receive a small monetary award and a plaque noting their accomplishment. They are rated in four areas, and the employee with the highest score from each unit earns the award. The four areas are:

- Demonstrates outstanding standards while performing their regular job responsibilities.
- Fosters a supportive and positive work environment
- Develops and maintains cooperative working relationships within their own, and among other departments.
- Goes the extra mile for staff and/or students.

If you would like to nominate an Outstanding Classified Employee please follow the link below and submit the nomination form by **May 31, 2013. Late nominations will not be considered.** If you have questions please contact Committee Co-Chairs Doug Mitchell X5182 or Debbie Stafford X5162. The **Outstanding Classified Staff Award Nomination** is also available on Forms A-Z on CCSnet.



Classified Staff Upcoming Training Opportunities!

- **Monday, April 22** Emergency Management Plan w/Roger Bragdon SFCC - SUB Lounges A/B 3:00 pm– 4:30 pm
- **Wednesday, May 8** Gender Communications w/Linda Seppa-Salisbury SCC - Lair Conference Center 8:30 am – 11:30 am
- **Monday, May 13** E-PAS Training w/Melody Matthews & Greg Stevens SFCC – SUB Lounges A/B 3:00 pm – 4:30 pm
- **Monday, May 20** Ethics in the Workplace w/Mike Lenker SCC – Sasquatch Room 3:00 pm – 4:30 pm
- **Tuesday, May 28** FERPA Training w/Robin Young, Roxanne Beloit & Steve Bays SFCC - SUB Lounge A 2:30 pm – 3:30 pm
- **Friday, May 31** Final Classified Staff Training w/Rick Lewis SFCC - SUB Lounges A/B 8:30 am – 12:30 pm

For more information, or to sign up for any of these trainings, contact **Bonnie Dean at x5042** or bonnie.dean@ccs.spokane.edu.

The History of STTACC

STTACC was organized to “contribute to the productive utilization of classified staff training organizations statewide by identifying and discussing staff development activities and needs; to assist member campus organizations interested in staff development; maintain communication with officers and member organizations concerned with staff development; and maintain association arrangements to implement statewide classified development activities.”

The STTACC organization began in 1978 when the Chancellor of Seattle Community College District VI announced that the college had received an Inter-governmental personnel Act (IPA) grant to share the District VI training model with all 24 community colleges within the state of Washington.

Community Colleges of Spokane

Career Coach offers new tool for students/career seekers

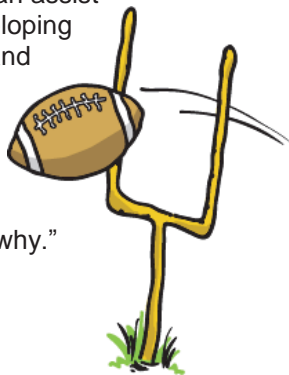


Potential and current students now have a new tool to help them explore careers and CCS programs that will lead them to those careers. The icon below has been added to numerous web pages on the SCC, SFCC, IEL and district sites, linking to application.

Career Coach, <http://ccs.spokane.emsicareercoach.com/>, is a web-based tool that provides valuable information on how wages, trends and careers connect to education and training at SCC, SFCC and the IEL.

Career Coach also provides a resume builder to allow students to apply for current job postings online, and a simple skills gap chart that helps students identify what they still need to learn to be successful in a chosen career.

The product comes from Economic Modeling Specialists International (EMSI) a company that CCS has used for labor market data for some time. "EMSI links over 90 different federal, state and private data sources to determine labor market trends," according to **Mysti Reneau**, interim director of planning, assessment and institutional effectiveness. "This is an exciting tool that can assist students with developing a strategic vision and focus for enrolling at CCS. It helps students understand what career field they are aiming at and why."



It has also been particularly helpful for stand-alone certificate programs for which the colleges are required to provide students with gainful employment information. "While Gainful Employment information (part of the Students' Right to Know legislation) is only required by law for certain programs, it's very useful information for students to have," added **Mark Macias**, director of institutional research. "For this reason we plan to add it for all career and technical programs over the next year." Currently, over 100 U.S. colleges use Career Coach to help students understand the implications of enrolling in different programs, and give them solid local data so they can make smarter career choices. Faculty and staff are encouraged to take a look at their programs on Career Coach to ensure all the information and corresponding occupations are accurate.

Celebrate CCS Foundation at annual Wine Gala

CCS Foundation transforms the SCC Lair-Student Center into a vineyard in the country for its seventh annual Wine and Gourmet Gala, "An Evening in the Vineyard," beginning at 5 p.m. Saturday, April 27.

Emceed by local media personalities Rick and **Teresa** (also our very own CCS video producer) **Lukens**, the event features a four-course meal prepared by SCC's culinary arts students and instructor paired with award-winning wines from featured winemaker Charlie Hoppes of Fidelitas. Last year's event, which also features a live and silent auction, netted more than \$50,000 for scholarships and program support at CCS.

Tickets are \$125 per person and can be purchased via the foundation's website – www.ccs.spokane.edu/foundation/ Questions? Contact **Janice Eatherton**, CCS Foundation Office, 434-5064.

Documentary added to SCC President's Speakers Series event

Follow the experiences of five teen-age cross country runners living on Navajo and Hopi tribal reservations as they train for an Arizona state championship meet during "Racing the Rez" 10:30 a.m. Wednesday, April 10, at the Hagan Foundation Center for Humanities at SCC. Produced by filmmaker Brian Truglio, the documentary is planned in conjunction with author Chris McDougall's appearance during an SCC President's Speakers Series presentation 7:30 p.m. that evening. McDougall also leads a four-mile Bloomsday training run beginning at the entrance to the SCC track at 6 p.m.

All events are free and open to CCS students, faculty and staff. A "barefoot running" advocate, McDougall wrote *Born to Run: A Hidden Tribe, Superathletes and the Greatest Race the World Has Never Scene* about ultra-distance runners from the Tarahumara Indian tribe in Mexico. "Racing the Rez" follows the high school runners from their classrooms to reservation life realities. According to the film's synopsis, "Set in the Southwest's iconic desert landscape, this remarkable intersection between sport, culture, youth and adulthood yields a powerful, intimate documentary of transformation and hope." Truglio's work has appeared on PBS, Discovery Channel, History Channel, Travel Channel and Animal Planet. He has a bachelor's degree from Bucknell University (sorry about your basketball bracket, Brian!) and a master's degree in fine art from the Visual Studies Workshop in Rochester, N.Y. For details, contact the Center, 533-7045.

E Region E Colleges



Region E Colleges

College Contacts

Bates Technical College

Michelle McElvain

mmcelvain@bates.ctc.edu

Clover Park Technical College

Jackie Springer

Jackie.springer@cptc.edu

Green River Community College

Timothy Anderson

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Highline Community College

Mark Wynne

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Olympic College

Jeanne Gardner

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Pierce College

Diane Myrick

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Tacoma Community College

Linda Van Doren

lvandoren@tacomacc.edu

Pierce College

❑ Pierce has had a lot of exciting changes happening around the district. Within our new Science Dome, a new show is giving local kids the experience of walking on the moon. The night sky is projected into the dome, so kids can pretend that they are a part of a space crew. This is an interactive activity that allows them to walk and drive around and even plant the flag, just like Neil Armstrong.

❑ On another note, our Men’s basketball team broke the school records and won the league championship.

❑ Internally, Pierce is working diligently on the LEAN process. The goal is streamlining the structure student services and internal processes for faculty and staff to get what they need.

❑ On April 25th, the Classified Staff Training Committee has planned a Classified In-Service day. This is a full day of training and team building for Pierce College Classified Staff. They have offered many classes but some of them are 10 minute yoga, fitness, team building, ergonomics, continuing education planning, and first aid. These are some of the classes offered.

❑ Pierce College is currently searching for several lead positions the Vice President of Admin Services, the Vice President of Human Resources, and the President of our Puyallup campus.

❑ Pierce College held its Classified Staff In-Service day on Friday April 26th. Our theme this year was “Game ON”, so we asked everyone to wear a jersey or t-shirt of their favorite Team. We had representation from all sports, both college and pro, which made for a very festive room. Using the book, “Fierce Conversations” by Susan Scott, our keynote speakers Greg Brazell, Dean of Business and Social Science at Pierce, and Michel Koetje Director of the Pierce College Child Development Centers, spoke to the seven principals in the book; 1) Master The Courage To Interrogate Reality, 2) Come Out From Behind Yourself, Into The Conversation, And Make It Real, 3) Be Here, Prepared to Be Nowhere Else, 4) Tackle Your Toughest Challenge Today, 5) Obey Your Instincts, 6) Take Responsibility For Your



Emotional Wake, 7) Let Silence Do The Heavy Lifting. Although the topic centered on difficult conversations, Greg and Michael made it fun and interactive. The rest of the day consisted of Breakout Sessions: Continuing your Education with Sarah Hoaglin; Working Exercise into your Workday with Brian Kovacevich; Tips on Diversity for Career Success with Paul Gerhardt; Ten Minute Yoga with Susan McPhee; I love what I do, I just hate the way I do it with Pat Pickering; Street Smarts, with Gary Caughlin, Manager for Multi Care Systems Security; Simple First Aid/Emergency Evacuation, Linda Gulbransen and Bill Engler; and Money

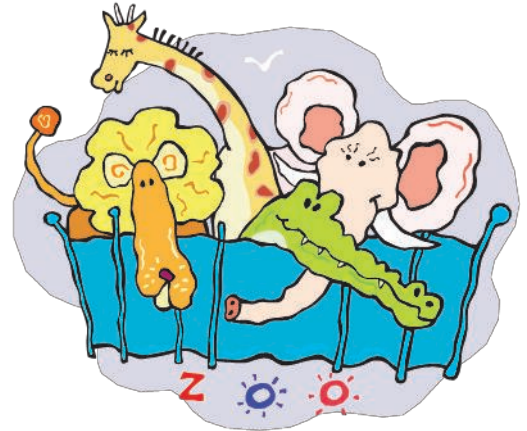
Talks but Good Credit Rocks with Jill Warneke, School Employees Credit Union. With the exception of a few, the majority of our presenters were Pierce College employees. We are very fortunate to have such talented and generous staff here at the college. During lunch we presented the new web based Classified Staff Training Fund Request Form. No more trying to figure out who to send the form to. Once the employee fills out the form (attaching back up if needed) and their supervisor approves it, the request goes to the chair of the committee to determine if the training request is valid. The request then goes on to the rest of the committee for approval or denial. We finished out the day with ice cream from Umpqua Bank. All in all, it was a very successful day.

Tacoma Community College

Tacoma Community College: Submitted by Linda Van Doren

■ Tacoma Community College Classified Staff is preparing for their annual Breakaway. It will be at the Point Defiance Zoo and Aquarium on May 17, 2013. The keynote speaker is Robin Rose – Managing Challenging Change and Stress – is our theme this year. Professional Development Workshops, Scavenger Hunts, Pat on the Back Awards and Get-to Know you ice breakers will bring the many classified staff together to actually meet their new co-workers and with whom they work every day.

■ The Security Department has asked all staff to view the video “Run, Hide, Fight”, training for what to do if ever there is a shooter on campus. Every day we hear about shootings on college campuses and people being hurt or killed. How do we deal with that situation? Times have changed and the response has too. To take care of yourself and others, be aware of what you can do in an emergency situation. The video can be seen at: http://www.youtube.com/watch?feature=player_detailpage&v=5VcSwejU2D0.



■ Tacoma Community College is interviewing for a new VP of Academic Affairs to replace Tim Stokes, now the President of South Sound Community College. Staff has been invited to participate in the forums and interviews with the candidates. We also welcome Elizabeth Brooks as our new HR Director here at Tacoma Community College.

■ As summer professional development plans are being prepared, the STTACC Annual Conference is on our agendas. Tacoma Community College hopes to have more participants than all the other colleges. That is a

Bates Technical College

“Bates Technical College held our annual **PTE Professional Development Day** on Friday, April 5. In addition to major announcements from the College President, the PTE’s had a variety of sessions to attend including: Bates Budget, Communication, Dealing with Student Issues, Emergency Preparedness and a couple of Microsoft courses. The event was well attended and professional development credit was pre-approved for attending staff by BTC Human Resources!”

Olympic College

Olympic College: Submitted by Suzie Holley

The Classified Staff Development Committee (CSDC) at Olympic College hosted their annual Classified Connections on April 26th; the theme was “Surf the Waves of Change.” The American Lung Association is sponsoring a Smoking Cessation program at OC. The classes are open to all students and employees. THE CSDC announced in March that they will be reimbursing both FT and PT classified staff for training and course materials, even if it is through another institute.

What is STTACC Listserv?

STTACC Listserv is managed by STTACC and anyone can join. As a listserv member you can send and receive messages to other listserv members directly to their mail provider inboxes.

Subscribe to STTACC by filling out the online form here <http://lists.ctc.edu/mailman/listinfo/sttacc>. You will be sent an email requesting confirmation, to prevent others from gratuitously subscribing you.

Once confirmation is received, your request will be held for approval by the list moderator. You will be notified of the moderator's decision by email. This is also a private list, which means that the list of members is not available to non-members. Join today and receive information right in your inbox!



Does Your College Have Training Resources To Share?

PLEASE SEND
ALL SUBMISSIONS
(or questions) to:
board@sttacc.net



Benefits of STTACC Training Resources

- Retain and Sharpen Old Skills
- Development of New Skills
- Industry Trends - Keeping Up-to-Date
- Fresh Perspectives
- Networking Opportunities
- Expand Horizons and Explore Career Opportunities
- Energizing and Renewing

Professional development is about moving yourself to the next stage in your learning curve, however, not only can this development be of use to you, as the individual but it can also benefit the company you work for. Because of this, companies should consider sending their staff on professional development courses in order to reap the spin-off benefits.

The board will have the final word on which resources to include in the Training Resource Library. Send all submissions (or questions) to: board@sttacc.net.

What's New at STTACC?

- ① Logo ② Website ③ Training Resource Library



STTACC Logo

You voted and the results are in! The brand new STTACC logo will be revealed at the Annual Conference, August 8 & 9 at Big Bend Community College.



STTACC Website

STTACC is redesigning the STTACC website to be more user friendly, appealing to the eye, and most importantly, we are focused on creating a **TRAINING RESOURCE LIBRARY**



STTACC Training Resource Library

We are asking YOU to help build a **NEW TRAINING TOOL** by contributing whatever training resource you can that are geared toward professional and personal development for Classified Staff. Email board@sttacc.net.