

May 10, 2011

Human Resources Report



Mark Your Calendars!



Financial Yoga- Stretching Your Dollar\$

**May 11, 2011 3:00-4:00 pm in T121
By Mary Dawson-School Employees
Credit Union of WA**

In today's tough economic climate, having the skills to stretch a hard-earned paycheck is more important than ever! Reduce your financial stress by learning key tips to becoming a more effective money manager.

[Click here to reserve a seat in Financial Yoga](#)

CSNT Spring Advising Day BBQ and Raffle Today!

11:30 am until food runs out

Suggested donation-**\$5.00** to **Lee Gray Scholarship Fund** for student certifications. Last year over 50 students were helped by this Fund.

Hamburgers, Veggie Burgers, Hot Dogs, drinks and all the fixin's.

Raffle for an Amazon Kindle
1 week only – drawing on Tuesday
May 17th at Noon in the East Mall.

Only \$2.00 a ticket!

Job Openings

- ♦ **Database Administrator;**
Interviews in Progress
- ♦ **Technical Aide –**
Manufacturing Technologies
(Welding Focus);
Applications in Review
- ♦ [Part Time Faculty Job Listings](#)

In honor of Asian Heritage Month
**Living Voices Performance-
Within the Silence**

**May 12th, 2011
at 9 am & 11 am in W404**

Travel back to 1942 and follow the story of one Japanese family's struggle to survive in an internment camp.

All College Meeting

**Tuesday, May 10, 2011
3:00 pm – 4:00 pm
The Auditorium (W404)**

Agenda:

- In July we will become Lake Washington Institute of Technology. What does this mean for me??
- Alternative funding
- **eeting** Questions/comments

➤ **HR– How are we doing?** – Human Resources would like your feedback on how we are doing. Let us know how we can better assist you. Let us know where we need to improve. Let us know if we do something that is helpful to you or your department. Comments are most helpful to us. The survey is available on the HR website and we welcome your feedback at any time.

[Click here to complete the HR Survey](#)

➤ **HR/Payroll Tip – Supervisors- Do you supervise employees with Scheduled Non Work Day Calendars?** SNW Calendars for FY12 are due in HR by **June 3rd**. This allows HR to distribute them to employees before the break.

➤ **HR Tip –Employee Evaluations-**
[Find evaluation Forms Here](#)

<i>Complete and submit these evaluations...</i>	<i>...by these dates</i>
Administrators	June 30
Classified Office support, ELC staff, and Tech Aides	June 30
Custodial & Maintenance staff	June 30
Food Services staff	June 30
Full-time Faculty	June 30
Part-time Faculty	As appropriate
Prof-Tech	June 15

➤ **HR– Professional Development Plans–**
All employees should have a growth plan or professional development plan on file in their personnel file in HR. The plan should be updated every year. Evaluation time is an excellent time to update your plan.

➤ **HR Tip – Creating a Positive Work Team**
- Do things seem a little tense in your work team? Is negative energy dragging you down? The problem may not be any one team member. It could be a lack of “traditions” that help your team stay productive.

Team traditions are strongly accepted rules about how your team works. When chosen deliberately, maintained, and guarded, your team or group is more likely to stay intact, experience fewer conflicts, and encourage individual members to contribute. The traditions are passed down to new members joining the team.

Traditions might include “members do not talk about each other behind their backs,” “promises to the group are kept,” “problems between team members are brought to the group for resolution,” etc.

Establishing traditions helps prevent less desirable habits from emerging. These habits could include one person doing all the work, individuals not showing up on time, and leadership takeovers by naturally more assertive members, as well as the rejection of new ideas, slower problem-solving, and confusion.

The best of teams have problems and conflicts, but the most productive teams and work groups have purposeful traditions and experience greater rewards.

Excerpt from Frontline Employee Newsletter

People on the Move

Foundation Exceptional Faculty Endowment Award Recipients

Pat McPherson
Scott Acton

Mihaela Cosma
Mimi Stockmann

Bob Mandy
Michael Richmond

Jun Ho
Stacie Chappell



Nominations are now being accepted for the 2011 STTACC Exemplary Staff Awards! STTACC Exemplary Staff Awards have been established to provide annual recognition of community and technical college staff.

Nominees for the award consistently demonstrate their commitment and excellence in job performance and dedication to the mission and goals of their institution, as well as dedication to the professional development of the classified staff on their campus.

Award recipients will be honored at the Annual STTACC Conference Awards Banquet and will have their conference registration fee covered.

Nominations are due May 25, 2011. [Click here for Nomination Form and Process Details](#)

For STTACC Conference Information, please visit
<http://sttacc.ctc.edu/conferences.html>.

Campus Events



Free CFL Recycling - Bring your burnt-out bulbs to work. To celebrate Earth Day on April 22nd Lake Washington Technical College is participating in Puget Sound Energy's Bulb Drive to keep 50,000 CFL bulbs out of regional landfills. Bring in your spent compact fluorescent light (CFL) bulbs, even collect

them from your friends and neighbors, and recycle them for free in our PSE CFL bulb collection boxes located in the **Staff Lounge, E113 and 2nd Floor West**. The box will be available until the campaign goal to recycle 50,000 CFL bulbs is met.

Visit <http://www.pse.com/BulbDrive> to learn more about CFL recycling, track the bulbs you recycle and see how many bulbs we've recycled.

Diversity Events



Festival - [A Glimpse of China - Chinese Culture & Arts Festival](#) May 21st at Seattle Center House, Fisher Pavilion Learn Chinese folk dances, create delicate artworks and share in cultural traditions covering 5,000 years of Chinese history in this celebration of one of the world's oldest cultures. The festival showcases the distinct culture of China through

visual and performing arts and gift booth exhibitions, including Chinese music, dance and puppet performances, works by nationally acclaimed artists, seminars and interactive activities. Presented by the Washington Chinese Art Culture Committee.



Festival - [40th Annual Northwest Folklife Festival](#) May 27th-30th at Seattle Center House, Fisher Pavilion One of the largest free folk festivals in the country, the annual Northwest Folklife Festival features over 7,000 diverse performers, participatory dances, workshops, crafts, food and more. Join in the weekend to celebrate 40 years of presenting the rich cultural heritage of the Pacific Northwest this Memorial Day weekend throughout the grounds at Seattle Center.

More Off Campus Events



Exhibit- [Dinosaurs Real Close!](#) Through Sept 5th 9:30am-6pm daily at Woodland Park Zoo \$3 in addition to zoo admission -Dinosaurs are returning to Earth! Go back in time and discover life-size, animatronic creates that roar, snarl, hiss, spit and move. The outdoor setting will take zoo guests through a "primeval forest" to meet the dinosaurs. Visitors can gain a peek into what life was like for these

impressive giants, take photos for memories, and explore possible reasons why dinosaurs became extinct.

Humor- [You Just Have to Laugh-Making Tough Times Better](#) May 14th 7:30 Doors open at 6:30 William Allen Theater at Museum of Flight \$25 includes admission, hors d'oeuvres, & a signed copy of David Naster's book Benefits the NW Burn Foundation Emergency Housing Program Nobody escapes tough times: illness, injury, danger, or grief. David Naster, writer, philosopher, and filmmaker shows how humor can heal, motivate, and inspire. This funny and heartwarming documentary shows the amazing effect humor and laughing have – to help us through even the toughest times. Followed by Q & A with David Naster.



Street Fair- [42nd Annual University District StreetFair 2011](#) May 21st 10-7 & 22nd 10-6 on University Way NE FREE the longest running street festival in the nation. Self-described as "country fair meets urban retail corridor", the StreetFair attracts 50,000 attendees and over 350 craft, food and information booths to the District on the third weekend of May each year. The StreetFair is an energetic and exciting celebration of arts and crafts, community, music, and food. You'll find a whirl of color and creativity. There will be two main stages featuring music, dance performance, comedy and

more, a special children's area with age appropriate events, a wonderful medley of street performers and much more. The unique local and regional arts & crafts and an array of international food will delight you.

Need a college Form? Look here. [LWTC Forms](#)

[Current Payroll Calendar](#)

[College Council Meeting Schedule and Minutes](#)

[Frontline Newsletters](#) are employee newsletters from Employee Assistance Program.

Do you know the correct way to use state resources? [Test your Knowledge of State Ethics](#)

[Training at Department of Personnel](#)

[Emergency Procedures & Safety](#) Sign up for the Emergency Alert System and more.

Visit www.lwtc.edu/counseling to check out the Community Resources such as:

[Community Information Line](#) or 2-1-1 or 800-621-4636