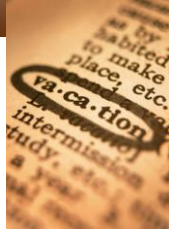


June 3, 2011

Human Resources Report



A Note to Staff from the President

We all know that the budget cuts for the coming biennium do not make our jobs any easier. In fact we have been often told that the challenge is to do more with less. However, I am certain that we have many opportunities to create new revenue streams to offset lost state funds and we will pursue those. I also believe that we should embrace the challenge of maintaining the quality of our service while growing into our polytechnic mission, with its new name and the addition of bachelors programs to our mix of services.

Thanks to you and your dedication to the College, I think we are well positioned to move forward and continue to achieve our mission. Our continued success as a member of the community and technical college system is vital to the state and the students we serve. Finally, I want to thank you for your participation on our shared governance committees. Those committees and councils are critical to our campus consensus building process.

Dave

Annual Professional Development Needs Assessment Survey

It's that time of year again!

[Click here to complete the survey!](#)

The survey takes only 3-4 minutes to complete.

Each year the Staff Development Committee sends out a professional development needs assessment survey. The information gathered helps plan professional development for the upcoming year to meet your needs.

The survey is also used to assess how well your professional development needs were met by the past year's activities (Staff Development, TLC, EDUC classes, etc.)

Job Openings

- ◆ **Career Specialist- WorkFirst;** Closes 6/8/11
- ◆ **Confidential Administrative Assistant; Instruction;** 6/13/11
- ◆ **Custodian 3rd Shift; 2 positions;** Closes 6/10/11
- ◆ **Director of Development;** Closes 6/10/11
- ◆ **Executive Assistant to the President;** Closes 6/13/11
- ◆ **Fiscal Technician III P/T;** Closes 6/3/11
- ◆ **Full Time Faculty-Occupational Therapy Assistant;** Closes 6/17/11
- ◆ **Full Time Faculty-Math;** Closes 6/10/11
- ◆ **Head Building Equipment Mechanic;** Closes 6/14/11
- ◆ **Head Custodian;** Closes 6/16/11
- ◆ **Program Specialist-Enrollment Services P/T;** Closes 6/17/11
- ◆ **[Part Time Faculty Job Listings](#)**

Reminder: Current LWTC Employees MUST apply to jobs online at http://www.lwtc.edu/Offices_and_Services/Department_Pages/Human_Resources_and_Payroll_Services/Jobs_LWTC/Job_Opportunities.xml to be considered for posted positions.

➤ **HR Tip- Vacation Time!** - Summer is a good time to check your leave balances. Contact HR/Payroll for leave balance and to confirm your leave accrual date. You will lose any vacation leave over 240 hours on your leave accrual date. Have you used your Personal Leave? We all need time to recharge away from work stress. Make sure you take your leave!

➤ **Payroll Tip - Benefit Questions? Payroll Questions?** No problem! Stop by E215 or call Payroll Services at x214. We can help!

➤ **HR Tip –Employee Evaluations & Professional Development Plans** - [Find evaluation Forms Here](#)
All employees should have a current growth plan or professional development plan on file in their personnel file in HR.

Complete and submit evals	...by these dates
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/Payroll Tip – Supervisors- Do you supervise employees with Scheduled Non Work Day Calendars?** SNW Calendars for FY12 are due in HR by **June 3rd**.

➤ **HR Tip – EAP’s Resiliency Project - A web site to help with the human and financial strain of recession and change.**

Resilience is the ability to adapt to difficult situations, and bounce back. The Project is based on a simple principle: "Don't wait for things to get better - Initiate change!"

The [Resiliency Project](#) has four areas:

- [Community Resources](#)– connects you to resources that are useful in tough times.
- [Lemonade](#) provides a collection of strategies for transforming your lemons into lemonade. Consider trying a few.
- [Sharing Success](#)- provides a platform where people can share their success stories and ideas.
- [Adapting to a Changing World](#)- periodic articles from the EAP. This month’s “article” is about Resilience – what it is and how to get it.

The EAP believes that the strength of community and mutual support among family and friends help us weather hard times. Please take a look at all of the Resiliency Project web pages and let us know what you think. Your feedback is invited and welcome! [EAP’s Resiliency Project Email](#)

People on the Move

Best Wishes to **Paul Axtell** Instructional Dean - Industrial Technology on his retirement. Thank you Paul for almost 34 years of service! His last day at the college in this position is 6/30/11.

Don’t miss Paul’s retirement party June 9th at 2pm in W305A&B.

Heather DeGraw is returning to her position as Confidential Administrative Assistant in Student Services. Thank you Heather; for filling in as interim Executive Assistant in the President’s Office.

Best Wishes to **Scott Barton** Full Time Faculty-Funeral Services. His last day at the college is 6/22/11.

Campus Events



Paul Axtell Retirement Party - – Thursday June 9th at 2pm in W305A&B Don't miss this opportunity to celebrate almost 34 years at LWTC! Stop by HR (E215) to sign a card.

Summer Camp - [Destination Science](#) – Monday-Friday 9-12, 9-3:30, or 8-5 at LWTC
Weeklong summer sessions are designed for boys and girls ages kindergarten through sixth grade with big imaginations and a desire for science fun. Enroll by June 26th to save \$50 per week. 6/27-7/1 The Amazing Space Race; 7/11-7/15 or 8/1-8/5 Techno Robot Creators; 7/18-7/22 Busting Myths with Cool Science; 7/25-7/29 Wild Extreme Physics Fun

Diversity Events



Festival - [Pagdiriwang Philippine Festival](#) June 4th-5th at Seattle Center House, Fisher Pavilion Celebrate Filipino independence at this annual celebration of the arts and culture of the Philippines. Presented by the Filipino Cultural Heritage Society of Washington. Learn how to wear the malong, dance the rhythmic tinkling and partake in delicious Filipino cuisine. This annual celebration of the arts and culture of the Philippines

commemorates the end of Spanish rule in 1898 and highlights the beauty of the country and its people with colorful costumes and pageantry, Filipino bands, hands-on children's activities, Philippine weave exhibits and martial arts.



Festival - [Festival Sundiata presents the Black Arts Fest](#) June 11th & 12th at Seattle Center House, Fisher A festival where participants and visitors from all communities have an opportunity to peak into the window and experience the vastness of Black culture. Presented by the Sundiata African-American Cultural Association. Participate in African dance

workshops, learn the rhythms of traditional drumming, explore the outdoor food vendors and experience the richness of black culture during a weekend filled with continuous live entertainment. The festival celebrates the arts and educates the community about people of African descent who form a melting pot of cultures and ethnicities.

More Off Campus Events



Music - [Bellevue Jazz Festival](#) June 1st-5th celebrates community and the creative power of music. You are invited to explore and share your passion for live jazz at the Eastside's premier showcase for top national and regional artists. Over 50 Jazz artists in various locations- Many performances are FREE
