

February 3, 2012

Human Resources Report



Mark Your Calendars!

Mandatory Sexual Harassment & Discrimination Training

By Ren'ee Mangini, SPHR, GPHR
All sessions in W305A&B

All regular, ongoing staff and faculty are required to attend regardless of prior attendance.

*Click one link for the session you plan to attend **only** if you have not received a confirmation:*

[Wed, Feb 15 from 12pm-1:30pm](#)

[Wed, Feb 15 from 3pm-4:30pm](#)

[Thurs, Feb 23 from 11am-12:30pm](#)

[Thurs, Feb 23 from 2pm-3:30pm](#)

[Tues, Apr 17 from 12pm-1:30pm](#)

[Tues, Apr 17 from 3pm-4:30pm](#)

Some sessions fill quickly so get your request in early!



Stress Management for Faculty & Staff

Signs, Symptoms, Causes and Effects
Facilitated by Lynne Szymanski

Feb 14th in W305B

What is stress?

The science behind the body's stress response

Stress symptoms effect on

- Your body
- Your thoughts & feelings
- Your behavior

How to Reduce, Prevent, and Cope with Stress

Dealing with Stressful Situations: The Four A's

Change the situation:

- Avoid the stressor
- Alter the stressor

Change your reaction:

- Adapt to the stressor
- Accept the stressor

Make time for fun and relaxation!



Job Openings

- ♦ **Administrative Assistant IV-Instruction;** Applications in Review
- ♦ **Building Equipment Mechanic;** Applications in Review
- ♦ **Director Title III Activity II;** Interviews in Progress
- ♦ **Head Custodian;** Interviews in Progress
- ♦ [Part Time Faculty Job Listings](#)



Dickens Day!

Feb 7th at 4:30pm in the Library Conference Room

February 7th is the **200th anniversary of the birth of English author Charles Dickens!** Celebrations and public readings of his work are being held all over the world, and we here at the LWIT Learning Commons-Library decided to join in the fun!

Join Jonathan Miller on Tuesday the 7th at 4:30pm in the Library Conference Room for a reading and discussion! He plans to read the first chapter of the novel Great Expectations, but if you have a favorite, feel free to bring it along!

Join the **DICKENS DAY** celebration!

➤ Payroll Tip – Filling out a Personnel Leave

Request? Complete the Exception Time Report at the same time and submit them together. This will avoid forgotten reports and reminder calls from Payroll. You can find the forms on the intranet [Leave Request](#) [Exception Time Report](#)

➤ Payroll Tip – The W-2s have been mailed out.

You should receive them this week. If you do not receive yours by February 7th contact Payroll in E215.

➤ Have you visited the HR/Payroll Department pages on the college website? -

[Click here for Human Resources & Payroll Services](#)

Includes information about:

- Jobs@LWIT - info about jobs at the college
- Professional Development
- Employee News & Events
- Employee & Community Resources
- EAP Frontline Newsletters
- Human Resources FAQs
- Employee Benefits
- Payroll & Benefits FAQs
- (TLR) Time and Leave Reporting

➤ How well do you know State Ethics? [Quiz yourself](#)

➤ Writing Tip – Use Plain Language -

Plain language helps us communicate effectively with our customers, students, and each other. Make your writing clear, concise, easily read. Use:

- Contractions-can't instead of cannot
- Simple words instead of complex ones
- Bulleted lists instead of long sentences

[Check out this simple word list](#)

If you are interested in signing up for a monthly tip from Julie Autry on using Plain Language [Click here](#)

➤ Health Tip – Did you resolve to improve your health in 2012? Go to **Choose You** at

<http://www.chooseyou.com/Default.aspx>

It provides tools to help you reach your health goals and reduce your cancer risk. The website includes free health guides, a healthy recipe of the month, and tips to keep you on track. It includes a BMI calculator, Nutrition and Activity quiz, virtual health advice, and when to go to the doctor.

Make a commitment to your health today.
Make 2012 Your Best Year Yet!

People on the Move

Welcome to **Jacob Kukuk**! Jacob was selected as the SharePoint Administrator/ Developer! His first day in this position was 1/23/12.

Welcome back to **Andrea Olson**! Andrea was appointed Special Assistant to the President! Her first day in this position was 1/30/12.

Welcome to **Celeen Evans**! Celeen was selected as Early Childhood Specialist III in the Early Learning Center! Her first day in this position was 1/30/12.

Welcome to **Linda Robertson**! Linda was selected as Administrative Assistant III in Nursing Programs! Her first day in this position is 2/6/12.

Best Wishes to **Brinton Sprague** Special Assistant to the President. His last day with the college is 2/8/12.

Off Campus Diversity Events



Job Fair - The Greater Seattle Veterans & Diversity Job Fair

January 8th 11am-3pm in The Exhibition Hall at Seattle Center

301 Mercer Street Over 40 companies. Hundreds of Jobs. **Free** Admission. Easy parking. The Northwest's largest hiring event. All levels of experience - from part-time hourly positions, entry level, management trainee positions all the way to technical and professional full-time positions!

Diversity Events - Seattle University Law School Diversity Week Events

February 22nd-24th at Seattle University Law School You are invited to participate in events to advance social justice.

- **The Intersections of Criminal Law and Immigration Law:** A discussion about the recent immigration raid in Ellensburg - Feb 22nd 12-12:50 in Room C-5
- **Underage Prostitution and the Sexual Exploitation of Young Girls in Seattle** - Feb 22nd 1-1:50 pm in the Courtroom
- **Diversity in Politics** - Feb 22nd 2-2:50pm in the Courtroom
- **Expanding Diversity in the Legal Profession** by Reaching Out to Underrepresented Youth Feb 22nd 4-4:50pm in Room C7 *If interested, RSVP*
- **Justice Works! performs "Set Up to Fail"** - Feb 22nd 5-5:50pm in Room C-5
- **Climate Change and the Threat to Environmental Diversity:** What Should Be Done in the Face of Uncertainty? - Feb 23rd 12-1:20pm in the Courtroom
- **"Brother Outsider: a film about Bayard Rustin"** - Feb 23rd 1:30-3:20pm in the Courtroom *If interested, RSVP to lynchc1@seattleu.edu.*
- **Tierra y Libertad: Land Rights, Greenwashing Displacement, and U.S. Foreign Policy in Colombia** - Feb 24th 12-1:50pm in Room 109 *If interested, RSVP to jenkins5@seattleu.edu.*
- **CLE: Advocacy Strategies for Protecting Civil Rights** - Feb 24th 3-5:30pm Room 110 *To register, click [here](#).*

Opportunities to be involved in Shared Governance:

LWIT Board Meetings

February 6, 2012 5:00pm in the Board Room

[Meeting Agendas & Minutes](#)

College Council Meetings

February 2, 2012 1pm in W305A

[Meeting Schedule & Minutes](#)

Finance & Budget Committee Meetings

[Finance & Budget Meeting Agendas](#)

Instructional Council Meetings

[Instructional Council Meeting Minutes](#)

Policies & Procedures Committee Meetings

1st Tuesday of the month at 2pm in the President's Conference Room

[P&P Committee Meeting Minutes](#)