

July 28, 2011

Human Resources Report



Mark Your Calendars!

Ergonomics

July 28, 2011 at 10 am in T121

By Claudia Kelley of Labor & Industries

- How to adjust your chair and computer workstation to fit
- Where to best position key items such as: keyboard, monitor, mouse, document holder, etc.
- To identify things that make a workstation fit a person poorly that may cause problems
- About adjustment features to consider when selecting chairs and keyboard trays

[Click here to sign up for Ergonomics workshop](#)



Financial Yoga-Stretching Your Hard Earned Dollar\$

August 9, 2011 10 am in E144

By Mary Dawson-SECUWA

In today's tough economic climate, having the skills to stretch a hard-earned paycheck is more important than ever!

- Reduce your financial stress
- Learn & share **key tips**
- Become a more effective money manager

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

Living with Change

August 17, 2011 at Noon in E216

Presented by Tom Sweeney of the Employee Assistance Program

Change can create workplace conflict and communication problems. Learn techniques and services to participate in change-management. Develop positive strategies to cope with change.

[Click here to sign up for Living with Change](#)

Job Openings

- ♦ **Administrative Assistant III-Nursing;** Accepting Applications
- ♦ **Custodian 3rd Shift;** Interviews in Progress
- ♦ **Director, Enrollment Services;** Interviews in Progress
- ♦ **Full Time Faculty-Dental Hygiene;** Applications in Review
- ♦ **Full Time Faculty-Funeral Services;** Applications in Review
- ♦ **Full Time Faculty-Occupational Therapy Assistant;** Applications in Review
- ♦ **Full Time Faculty-MEGBTAD-Video Production;** Accepting Applications
- ♦ **Full Time Faculty-MMDP;** Accepting Applications
- ♦ **Full Time Faculty-Nursing; 2 positions;** Applications in review
- ♦ **Head Building Equipment Mechanic;** Interview Scheduling in Progress
- ♦ **Head Custodian;** Accepting Applications
- ♦ **Help Desk Technician-IT;** Applications in Review
- ♦ **Media Relations Specialist-** Applications in Review
- ♦ **Technical Aide-Fitness;** Accepting Applications
- ♦ **Vice President, Administrative Services;** Accepting Applications
- ♦ [Part Time Faculty Job Listings](#)

All Staff Meeting
Aug 9, 2011 at 2-3pm in W305B

Do you know what to say when an Accreditation evaluator asks you a question about the core themes and your department's role in mission fulfillment? This is your "cheat sheet" session.

To prepare for the evaluation visit October 17-19, the Accreditation Committee has designed activities for all faculty and staff to enhance our understanding of and your role in the accreditation process. These activities, endorsed by Executive Cabinet, are for all members of the College community. Administrators are requested to have their staff attend.

➤ **HR Tip – Completed Professional Development Plans for Increment Due Date!**- August 1st is the deadline for turning in faculty PDPs for increments. Check with HR if you did not receive confirmation of receipt of your PDP.

➤ **Payroll Tip- Timesheet Reminder** – For audit purposes, employees must NOT deliver their own time sheets and leave requests once approved by the supervisor.

➤ **Payroll Tip – HCA Worksheets** - Supervisors complete the HCA worksheet and give the employee a copy with both signatures.

➤ **Payroll Tip – Benefit Information** – Check out the PEBB website at www.pebb.hca.wa.gov and see all the benefit information available to you.

➤ **HR Tip – Summer is a good time to think about your Work-Life Balance- Check out the July Frontline Employee Newsletter for more information.**

[Frontline Employee Newsletter](#)

In this month's issue:

- Work-Life Balance and Productivity
- Sleeping on the Job
- The Inspiring Supervisor
- Work Culture Orientation
- Long-term "Enabling"

[Frontline Supervisor Newsletter](#)

[Supervisor's Guide to EAP](#)

[Health and Wellness Handouts](#)

People on the Move

Congratulations to **Khosro Barzegari**! Khosro was selected as Custodian-Third Shift in Facilities & Operations. His first day in this position was 7/25/11.

Congratulations to **Bob Monroig**! Bob was selected as Interim Dean of Industrial Technology. His first day in this position is 8/1/11.

Welcome back **Jaime Villa**! Jaime was selected as Program Specialist, Outreach & Recruitment. Her first day in this position is 8/1/11.

Congratulations to **Susie Jacobsen**! Susie was selected as Administrative Assistant IV in Global & Extended Learning. Her first day in this position is 8/2/11.

Welcome **Hanna Taylor** Confidential Administrative Assistant in Instruction. Her first day in this position is 8/8/11.

Best Wishes to **Vivian Abbey** Food Services Technician. Vivian retired on 6/30/11 after 22 years at the college.

Good Bye to **Jamey Peters** Technical Aide-Fitness. Her last day at the college is 8/5/11.

Best Wishes to **Sunny Burns** Vice President of Instruction. Her last day at the college is 8/15/11.

MyPlate Replaces Food Pyramid



A new symbol to help remind consumers about healthy eating has been released by the federal government. The MyPlate symbol is a visual cue to remind consumers to fill their plates with the proper balance of fruits, vegetables, grains, proteins, and dairy products. The symbol replaces the food pyramid symbol released a few years ago. For more information, go to www.choosemyplate.gov

Check out the new tool called Food-a-pedia. The tool permits the user to enter any imaginable food and get the calories and nutritional value of that food instantly. Go to <http://www.myfoodapedia.gov/>

Diversity Events



Festival - [BrasilFest](#) Aug 14 at Seattle Center House, Fisher Pavilion BrasilFest presents the lively world of Brazilian arts and culture. The festival fills Seattle Center with a display of South American soul, Brazilian style and celebrates Brazilian cultural diversity through traditional and contemporary expressions beyond bossa nova and samba. Presented by Brazil Center, Show Brazil Productions and the Ethnic Heritage Council.

Learn how Brazilians celebrate Carnaval, the festival theme in 2011, march in a colorful parade, dance, sing, eat and be amazed. Dance to the rhythmic Brazilian beats, watch contemporary Brazilian film and join in hands-on children's activities.



Festival - [Tibet Fest](#) Aug 20-21 at Seattle Center House, Fisher Pavilion Uncover Tibet's ancient and modern history through music, activities and discussions. Join in a group dance, create a Sand Mandala and learn about this fascinating and unique culture at the "roof of the world." Tibet's history is woven into Tibet Fest through a mix of traditional performance and modern song and music. Tibetan dance, arts and crafts, a

children's corner, foods and herbal medicines illuminate the culture's historic roots. Presented by the Tibetan Association of Washington.

More Local Events

Shakespeare in the Park- [Macbeth](#)- July 28-30 7 pm at Luther Burbank Park Amphitheatre; July 31 6pm at Seattle Center Ambition, power and the corruption of the soul are at the center of this moody and unsettling play. A driven warrior and his scheming wife unleash forces they cannot comprehend or control in their quest to control the throne of Scotland. Urged on by the prophetic double talk of a trio of macabre witches and determined hold onto the crown even at the cost of everything around them, Macbeth and his lady sink into a world of paranoia, murder and madness.
