

December 5, 2011

Human Resources Report



Mark Your Calendars!

Writing Documents in Plain Talk

December 12, 7:30am – 4:30pm, in W305B

Presented by WA State Office of Human Resources

Do you write instructions, announcements, publications, and other documents?

We should write and design documents easy to use and understand.

- Understand customer needs.
- Use simple language.
- Include only important information.
- Keep sentences and paragraphs short.
- Use active sentences.
- Use key personal pronouns.
- Design clear webpages.

[Click here to sign up](#) or call x.8434 by 12/7

Emergency, Disaster Preparedness, & Ham Radio Operators Information Table

**January 11, 2012 11am-1pm in East Mall
By Stephanie Day**

Emergency Preparedness Coordinator
for Kirkland Fire & Building Department

Are you prepared for a disaster?

Do you have your plans in place? Do you need help making your plans? Stop by for emergency preparedness information and packets.

Sexual Harassment Training

By Ren'ee Mangini in W305A&B

Plan now and make arrangements to attend one of these sessions.

Wed, Feb 15 at 12pm-1:30pm
Wed, Feb 15 at 3pm-4:30pm
Thurs, Feb 23 at 11am-12:30pm
Thurs, Feb 23 at 2pm-3:30pm
Tues, Apr 17 at 12pm-1:30pm
Tues, Apr 17 at 3pm-4:30pm

Grant Workshop in January by Joy Howland

Watch for more details.

Job Openings

- ♦ **Administrative Assistant III-Nursing;** Closes 12/9/11
- ♦ **Director Title III Activity II;** Applications in Review
- ♦ **Early Childhood Specialist III;** Closes 12/7/11
- ♦ **Instructional Technology Specialist-eLearning Designer;** Closes 12/9/11
- ♦ **Full Time Faculty-Digital Gaming & Media-** Closes 11/10/11
- ♦ **SharePoint Administrator/ Developer-** Closes 12/9/11
- ♦ [Part Time Faculty Job Listings](#)

Holiday Helpers

Help make the holidays a little brighter for our students!

How can I donate?

- **Cash:** The College Foundation is accepting cash donations. That cash will be used to purchase gift cards or gifts for students.
- **Gift Cards:** if you would like to purchase a gift card, bring it to Student Programs. Gift cards from stores that sell food and gas are highly recommended (like Safeway).
- **Specific Toys/Presents/Clothing:** donation tags are available near East Building room 214.
- **General Toys/Presents/Clothing:** Student Programs accepts clothing, toys (dolls /trucks/etc), presents (games/art supplies,etc) and matches them to students in need.

Pet Food: Student Programs is also accepting pet food, for students with pets.

➤ **HR/Payroll Tip - Office Closed** - December 16th after 11 am for bi-annual office advance planning.

➤ **HR/Payroll Tip - Personal Leave Balances** - are now available for your viewing on the Employee Earnings History screen.

[Click here to log in to Employee Earnings](#)

➤ **Benefit Tip - Washington's Guaranteed Education Tuition (GET) program** helps families save for college. Guaranteed to keep up with rising tuition, GET offers tax benefits and flexible options. You can use it to attend colleges, universities, community colleges and technical schools anywhere in the country. Learn more and enroll online November 1- May 31 at www.get.wa.gov.

➤ **HR Tip – Got a problem?** We can help resolve recruitment, employment, personnel, harassment, discrimination, and labor related issues.

➤ **Payroll Tip - Benefit Questions? Payroll Questions?** No problem! Stop by or call Payroll Services at 8214. We can help!

➤ **Health Tip – Feeling stressed?** Try taking a short walk around campus. Go to the fitness center. Take a few deep breaths and stretch.

[Calming Breath Exercise](#)

➤ **HR/Payroll Tip- It's almost time for W-2s to go out!** – Be sure HR/Payroll has your current address so you receive your W-2 Form. [To change your address complete this form and return it to E215.](#)

➤ **EAP (Employee Assistance Program) Tips & Useful Information-**

[December Frontline Employee](#)

In this month's issue:

- Go4Life for 50+
- Behaviors that Burn More Calories
- Tips on Avoiding Overeating
- The Secret is to Smile
- Alcohol Use-Prevention & Parents
- What Returning Veteran's Want
- Disagree with your Boss in Style
- Self-awareness and Preventing Sexual Harassment

[December Frontline Supervisor](#)

In this month's issue:

- Helping employees manage or reduce stress
- Employee alcoholism and performance
- EAP can help you know when and how to talk to employees

People on the Move

Congratulations to **Pablo Wenceslao!** Pablo was selected as Full Time Faculty-Engineering Graphics, Mechanical Design. His first day in this position is 1/3/12.

Congratulations to **Rob Gilbert!** Rob was selected as Full Time Faculty-Digital Gaming & Media effective 1/3/12.

Welcome to **Allison Legge!** Allison was selected as Early Childhood Specialist II in the Early Learning Center! Her first day in this position was 11/21/11.

Good Bye to **Mark Sommers** Head Custodian-2nd Shift. His last day at the college was 11/30/11.

Best Wishes to **JoAnn Geer** Administrative Assistant III in Nursing. Her last day in this position is 12/9/11.

Good Bye to **Nicolle Henderson** Early Childhood Specialist in the Early Learning Center. Her last day at the college is 12/9/11.

Best Wishes to **Stefan Miclea** Building Equipment Mechanic in Facilities & Operations. His last day at the college is 12/14/11.

On Campus Events

HR/Payroll Holiday Open House - Dec 20, 2011 from 1:00 -3:00 p.m. in E215 You are invited to stop by the HR/Payroll office to enjoy a cup of hot cider and goodies. Meet the staff. We would love a chance to share some holiday cheer.

Informal Q&A with Genuine Gaming Professionals – Dec 6, 2011 from 5:00 - 7:00 p.m. in the Technology Center, T124

Laura Craig's Character Animation class invites you to a special opportunity to get the inside scoop. The following folks are donating their time to come and talk with you about the Seattle-area gaming industry:

- Paul Hebron, former Art Director, Wizards of the Coast
- Nathan Baerwald, 3D Modeler, ArenaNet
- Ivan Lancaster, 3D Animator, ArenaNet
- ... and possibly Derrick Gennrich, currently Character Animation student, IT Support professional at Valve
- ... and possibly more!

One question, "Can I have a job," is off limits. But otherwise, come armed with your queries for industry professionals!

Off Campus

Diversity Event - [Festivals of Light](#) through January 5th at Seattle Children's Museum at Seattle Center is an interactive exhibit designed to explore a variety of winter celebrations through the lens of a typical family celebration. Each week, the exhibit allows children to walk into the dwelling of a family celebrating a festival, including their kitchen and living room, a family craft table and a reading space.

Festival - [Seattle Center WinterFest](#) Now through January at Seattle Center

- Train & Village **FREE** until Dec 29th 10-6 in Center House
- Ice Skating rink through Jan 1st
- Ice Sculpting **FREE** Dec 10th, 17th, 24th, 31st 12-2 outside Fisher Pavilion
- Nutcracker through Dec 27th at McCaw Hall
- Matt Baker- Comedy Stunt Show **FREE** Dec 24th 12:30 in Center House

Opportunities to be involved in Shared Governance

LWIT Board Meetings

Dec 5, 2011 6pm in W305A

[Meeting Agendas & Minutes](#)

College Council Meetings

January 19, 2012 1pm in W305B

[Meeting Schedule & Minutes](#)

Policies & Procedures Committee Meetings

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

[P&P Committee Meeting Minutes](#)

Instructional Council Meetings

Dec 8, 2011 12pm in W305B

[Instructional Council Meeting Minutes](#)

Finance & Budget Committee Meetings

Dec 7, 2011 2pm in W305A-1st Wed of the month

[Finance & Budget Meeting Agendas](#)