

Planning Meeting 2-27-14



LAS POSITAS COLLEGE

CLASSIFIED FLEX DAY // Wednesday, April 16, 2014

Take car keys

WELLNESS@ WORK!

Activity	Time	Room	Facilitator
Check-In / Breakfast Classified Senate Shirt Design Contest Fundraiser Coffee Taste Testing Three Avocados – a Non Profit Coffee Company	8 – 8:45 am	Cafeteria	Classified Senate Reps
A More Resilient You	9 – 10 am	Cafeteria	Ellen Fogarty CONCERN: EAP (Employee Assistance Program)
Minute to Win It	10:15 – 11:15 am	Cafeteria	Corporate Games Inc.
BREAK	11:15 – 11:45 am		
Lunch (please RSVP)	11:45 am – 12:30 pm	Cafeteria	Catered by: Village High School Village Catering Business
Orientation to EAP Services – Lunch Discussion	12 noon – 12:30 pm	Cafeteria	Ellen Fogarty CONCERN: EAP
Dealing With Difficult Behavior	12:45 – 1:45 pm	Cafeteria	Ellen Fogarty CONCERN: EAP
Wellness 101 (every Friday@ LPC)	2 – 2:15	Room PE213	Frances DeNisco and Candace Brown
Stretching, Restorative Yoga, and Relaxation (wear comfy clothes!!)	2:15 – 3:30 pm	Room PE213	Sophie Rheinheimer

9-10

*10:30
W. pickup w/ Bill?*

*11:45
to
1:45*

?



*Country Plaza /
SS -
Ad
Buildings*

CLPCCD Classified Flex Day
Suggestions for Speed Jobbing Questions

1. Where did you grow up? Where do you live now?
2. What is your home situation like? Children? Family? Pets?
3. What do you do at Chabot, LPC or District?
4. What do you like most about your job? Least?
5. What do you like to do on the weekends? What are you looking forward to doing this weekend?
6. What are you most proud of?
7. What is your biggest pet peeve?
8. Do you enjoy playing or watching sports?
9. If you could change one thing at work, what would it be? At home?
10. What is your greatest strength?
11. What was the last movie, concert or cultural event you attended?
12. Describe your perfect holiday or vacation.
13. If you won the lottery, how would spend the money?
14. What would want to be your last meal before you died?
15. Do you like to travel? If so, where?

D 55 order 257

order 154

23

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Name:	Will you be able to attend ALL of Flex Day on Thursday, February 28, 2013?	b'fast LPC only	If not all day, will you attend: 9:00 - 10:30 Improv - Get Ready to Experience the Power of Play?	If not all day, will you attend: 11:00 - 12:00 Don't Just Sit There... Get Moving?	Do you plan to join us for lunch at noon?	If not all day, will you attend: 12:45 - 1:45 Ice Breaker: Speed Jobbing ?	If not all day, will you attend: 1:45 - 2:45 Small Group Visioning and Getting to Know Classified Staff from LPC, Chabot and District?	If not all day, will you attend: 2:45 - 3:30 Summary activity?	Thank you for your RSVP! We'll see you at the Flex Day!
Ernesto Nery, Daysi Valle, Ann Jones	Yes	1			Yes	1			
Heidi		1	Yes	No	Yes	1	Yes	Yes	
Rita Carson	No		No	No	Yes	1	Yes	No	
Scott Vigallon	Yes	1				1			
Carol Edson	No		No	No	No		No	No	
Donna Hawkinson									Sorry I can not attend - We are busy in Counseling all day here.
Karen Zeigler	No		No	No	No		No	No	
Tom	No	1	Yes	Yes	Yes	1	No	No	
Valerie Ball	No	1	Yes	Yes	Yes	1	Yes	Yes	
Janice Cantua	Yes	1			Yes	1			
Yvonne Wu Craig	No				Yes	1	Yes	Yes	
Nate Moore	No		No	No	No		No	No	
Katrin Field	Yes				Yes	1			

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Lisa Carlsen	No		No	No			No	No	What a great ideal Sounds like productive, meaningful fun. I wish I could participate (if I attended, our classes would be canceled- and we've already lost instruction days with Flex Days).
Richard Blair-Keeney	Yes		Yes	Yes	1		Yes	Yes	
Richard Blair-Keeney	Yes		Yes	Yes	1		Yes	Yes	
Rosie Mogle	No		No	No			No	No	
Cresali Roldan-Sun	No		No	Yes	1		Yes	Yes	

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Jocelyn Santos	No		No	Yes	Yes	Yes	Yes	Yes	
Jeff Sperry	Yes	1			Yes	1			
Constance Hildebrand	No		No	No	Yes	1	No	No	
Cindy Balero	No		No	Yes	Yes	1	Yes	No	
	Yes	1			Yes	1			I'm sorry I wasn't able to help with the planning... assign me tasks and I will help with the day itself!
Dianne Duffy	No		No	No	No		No	No	
Sharon Gach	Yes	1			Yes	1			sharon gach - all day
Todd Steffan	No		No	No	Yes	1	Yes	Yes	
Jeffrey Nelson	No	1	Yes	Yes	Yes	1	No	No	
Frances	Yes	1			Yes	1	Yes	Yes	
Julie Thornburg	Yes	1	Yes	Yes	Yes	1	Yes	Yes	
Joe Dazhan	No		No	Yes	Yes	1	Yes	Yes	

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Mario Orozco	No		No	No	Yes	Yes	Yes	Yes	
James Weston	No				Yes	Yes	Yes	Yes	
Catherine Gentiluomo	No		No	No	No	No	No	No	
Yetunde Osikomaiya	No		No	No	Yes	1	Yes	Yes	
Karen S. Metcalf	No				Yes	1	Yes	Yes	
Ginger Ripplinger	Yes	1	Yes	Yes	Yes	1	Yes	Yes	
Rachel Green	No		No	No	No	No	No	No	
LINDA WILSON	Yes				Yes	1			
Michelle Iriarte	No		Yes	Yes	Yes	1	No	No	
Denise Marriott	No		No	No	No	No	No	No	
Estella Sanchez	Yes				Yes	1			
Deborah Laase	No		No	No	Yes	1	Yes	Yes	
Zahra Noorvaziri	Yes				Yes	1			
Pedro Ruiz	Yes				Yes	1			
Ana Del Aguila	No		Yes		Yes	1	Yes	Yes	
Karin Rose	No		No	Yes	Yes	1	Yes	Yes	
Janet Malski	Yes		Yes	Yes	Yes	1	Yes	Yes	
Laureen Dutra					Yes	1	Yes	Yes	
Susan Fiacus	No		No	No	Yes	1	Yes	Yes	
		13				38			

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Sharon Davidson	No	1	no	no	Y	1	No	No	I'll try to attend
Philomena Franco	Yes	0			Y	1			
		14				41			

51
52

Classified Senate - Flex Day 2014 – Brainstorm / Planning Session

SPEAKER TOPIC IDEAS

- EAP Speakers
 - Workplace Conflict Tools
 - Or Dealing with Difficult Behavior
 - And/or A More Resilient You
 - *Intro to what Concern/EAP Offers Employees*
- Team Building

Julie will call EAP

(could have speaker during lunch)

Ernesto will get some ideas

ACTIVE/FUN SESSION IDEAS

- Design a Shirt for “Classified Store”
- Wellness
 - How To’s/ Demonstrations: Walking or Yoga
 - Sophie, Candace
 - Coordinate with Wellness 101 Class
- Bocce Ball – End of Day

**Could be during breakfast,
or available any time**

**Frances will check w/ them
Frances see how could do this**

Cindy will check on prices/ availability

FOOD

- **Light Breakfast** / Coffee / Water
- **Lunch**
 - Livermore High?
 - Cindy has a contact also

Julie will check w/ Health Center

Bill will check on culinary classes

ROUGH TIMELINE for the Day

8	Sign In , Breakfast
8:45 – 10	First speaker or activity
10 – 10:10	Break
10:10 – 12:15	Second speaker or activity
12:15 – 1:00	Lunch (we found if longer, people go back to desks or goof off elsewhere)
1 – 2:30 or 3	Third speaker or activity (travel time, on own)
3 – 5	Off campus activity – Bocce?

Go – Classified Hawks!!

~~4/1~~

5000
 - 800 -
 - 150 coffee
 - 750 Sch.
 3300

~~M&S Lecture App~~

Budget 2.700-900

* EAP orientn @ their benefits om / OTD

Design a shirt for both

Bfast

Fun

Zumba

Active Fun ideas

drumming - Trance wll

mini-Zumba ?
 How share trnl.
 + Luis Valverde leads



Wellness

30 min talk fr EAP

* walking / pedometers / + tie in to (challenge)
 post walk
 own Comm Ed
 Wellness 101

Sophie

wtrm

Yoga for Greeks.

W. Daze HS Culinary - Bfast ^{Costco} or

* Lafayette - Lunch

Barry Russell - Flex Day !!!

From: Sharon Gach
To: Janice Cantua
Subject: Flex Day !!!

Hi Janice,
Well, shall we start whipping Flex Day into shape??

I let the senate know today the few things we had discussed...

- breakfast - sponsored by health ctr again? — JT will ask
- 1 fun thing, + coffee sampler
- lunch
- 1 useful, uplifting, or helpful thing (look at speakers from Concern EAP) of "3 Avocados"
- then Bill Eddy thought of ending w/ possibly 1 more short fun thing.

And committee as I have heard of volunteers:

Bill E.

you

me

Jeff Sperry, I twisted his arm again too.

We have to remember to tell Renee about facilities' needs asap too.

Should we call a meeting for next week or last week of Feb?

I think if we just brainstorm 1 meeting, and decide at that one on the items,
call the speakers, fun people and try to set them up,
then get the foods
then send the agenda/invites out --

voila done! haha, we wish that easy - but you never know, maybe it will be easy!!
(I need some easy in my life right now.)

What do you think about when we should have our first meeting? Come talk to me next week, which will be this week by the time you get this??

love, s

<all in SSA if poss.>

Flex Day -

- Bill E. - yes
- Jeff S.
- Janice
- Sq.
-

see Renee - facil

Flex Day



Check Your Tech-Etiquette

How's your cell phone etiquette? Ninety percent of people surveyed by Intel insisted serious improvement is needed in people's technology manners. Rule #1 is to be aware of your use of technology when you are around others. Be with them, not the technology. Nearly all cell phone etiquette tips flow from this adage. We learn to keep elbows off the table growing up. Is it time to begin to instill text, chat, and snap manners? For a list of technology social issues and etiquette advice, try <http://www.emilypost.com/technology>.

Source: www.etiquettedaily.com (search "Intel Study")

Can Newlyweds Predict the Future?

Newlyweds may know at a gut level whether they'll be happily married in the future. Researchers surveyed 135 couples to discover their "gut level" responses to questions that revealed their underlying feelings about each other. In many cases these views differed from the more glowing view and beliefs they shared with others. Research sought to discover which beliefs better predicted marital happiness. Gut-level belief won out as being a better predictor of future marital happiness. The message is: trust your gut. Consider relationship counseling early when it may be more effective if your gut tells you issues are on the horizon.

Source: <http://news.fsu.edu> (search: "newlyweds")

Cyber Security and You

The data breach of 40 million consumer credit cards at Target Corporation highlights the growing problem of cybercrime.

Cybercriminals don't use manual guesses to discover your log-in info and password. They use computer programs. Trustwave, a company that consults on cyber security, says the most commonly stolen passwords are the ones that are easily guessed. Hackers also recently stole 2 million website log-in credentials from various social media sites. Most stolen records had really easy passwords, like 123456. Are you using a simple, easy-to-crack password? Don't!

Source: Trustwave.com

Sure-Fire New Year's Resolution Tip

One university study found 60 percent of people attempt New Year's resolutions, but only 8 percent achieve their goal. The most powerful strategy to help ensure success is using fear of confrontation by others if you don't succeed. You're hardwired to respond to pain and fear and avoid these threats to a greater degree than you are motivated by a pleasurable vision of success. Both are useful, but together they supercharge motivation. The proof of this assertion lies in any resistance you may feel this minute just thinking about it. If failure is not an option, here's the way to go: Identify 10 to 20 people (not family members) you know who won't let you off the hook. Commit to the goal in writing and distribute a copy to each person, being sure to include a completion date. Now you're motivated!

Getting Along with Your Coworker

Does a fresh start in 2014 with a coworker with whom you were in conflict in 2013 sound like a good idea? Repairing the relationship may improve your mood, bring workplace fun back, and prevent you from going home feeling tired and tense. Being straightforward and admitting it's your fault is the most powerful fix-up strategy, along with expressing the desire to start over. Before rejecting this idea, realize most conflicts are fueled by both parties. Admitting fault can "reboot" your relationship. You may get an almost immediate reciprocation with instant relief—you will both feel as though you're freed from a cloud of tension. When you do this, you'll need to be sincere and not allude to your coworker's contribution to the problem. Implementing this idea may have you looking forward to a better year.

Staying Safe: Practice Situational Awareness

Situational awareness refers to staying aware of your surroundings to avoid becoming a victim of a “crime of opportunity.” Traveling on a subway, dropping a child off at school, walking in a parking garage, or carrying purchases to your car can present an opportunity for a mugging, robbery, assault, theft, or carjacking. Your intuition and senses are your best tools for perceiving threats so you can act decisively should danger present itself. Police officers are trained in situational awareness, and like them, you can participate in exercises to increase your situational awareness skills. Take a few moments each day to notice details relating to people and things in your environment that typically escape your attention. Over time, this can improve your ability to naturally be more observant, thereby reducing your risk of becoming a victim of a crime of opportunity.

How to Make a Decision

Since decisions can have life-changing consequences, it's worth studying the mechanics of how to make a good one. There's lots of advice out there, but most tough decision making involves common “pieces” in the process. They include weighing the information and the choices, examining potential outcomes, paying attention to your feelings and your instincts as you go through the process, and stepping away from the pressure or urgency (if possible) to ensure that it is not interfering with making a good choice. To gain better control over information, pressure, choices, and risks, give each element its own mini-examination. Focus on information, what's known, and what else can be known. Focus on choices. Consider their outcomes—expected and unexpected, short term and long term—and the risks and value of each choice. Consider feelings and what they're telling you. Ask whether this decision can or should be delayed, or whether it's best to decide now. If all these steps still have you stumped, try the following exercise. Fill in the blank: “If I did know what I should do, it would be _____.” Engaging in this mental prompt exercise can tap into a deeper awareness of what the decision should be. Deep down, you may really know. Try this free online decision-making program at www.helpmydecision.com. You'll become a decision-making wiz, have fun, and see the decision-making process in action.

Learning to Relax

Do you interfere with your ability to relax without knowing it? Consider the following: 1) You combine attempts to relax with work-related activities. 2) You feel guilty when you are trying to relax. 3) You feel annoyed by family members who want you to participate in relaxation events with them. 4) You feel unproductive, bored, or fidgety when you try to relax. 5) You often quit early when participating in any relaxation period or event. 6) When you relax, you do so with office work by your side. 7) Work feels rewarding, and the idea of needing to relax feels imposing. If you answered “yes” to at least three of these questions, consider gaining more insight into and understanding of the need to include meaningful relaxation in your life.

Remember: Employees and eligible dependents can request CONCERN counseling and work/life services by phoning our 800 number, answered live 24/7. You can request CONCERN: EAP work/life services on-line at: [Employee Request for Services](#)

Here are some recent quotes from employees who used CONCERN: EAP explaining what they liked best about the services:

“Superior counselor. Life-changing. Tremendous knowledge, expertise and guidance!!”

“The counselor who I was referred to was extremely helpful.”

“I love your website! Many good tips and questions answered.”

**CONCERN: EAP
800-344-4222
www.concern-eap.com**

→ useful & thought-provoking

Seminars for 2014



Seminars last approximately fifty-five minutes followed by time for questions; seminars for managers, supervisors, and HR are typically two hours. The speakers will present specific, interactive, action oriented strategies in order to increase understanding and skills. Participant Guides are provided. Topics include:

FINANCIAL SEMINARS — (presented for CONCERN:EAP by CLC Inc)

- Getting and Keeping Good Credit
- Money Basics: Spending, Borrowing, and Saving It
- Dreaming of Retirement
- Identity Theft: Prevention & Resolution
- Tips for a Tax Smart Future
- Understanding Investment Basics
- Estate Planning
- Legal Issues for Older Relatives

COMMUNICATION SEMINARS

- Conflict Resolution Skills for the Workplace
- Dealing with Difficult Behavior
- Effective Assertive Communication
- Respectful and Positive Interaction in the Workplace

WORKPLACE ISSUES SEMINARS FOR EMPLOYEES

- DOT Regulations: Alcohol & Drug Training for Employees (90 minutes to 2 hours)
- Sexual Harassment Awareness for Employees
- Substance Abuse in the Workplace: Awareness & Action for Employees
- CONCERN: EAP Orientation for Employees
- Valuing Diversity for Employees
- Workplace Violence Awareness for Employees

ELDERCARE SEMINARS

- Caring for Aging Adults
- Older Adult Options and Resources
- Difficult Discussions with Aging Parents

HEALTH & WELLNESS SEMINARS

- Exercise: Getting Started/Staying Motivated
- Rev up your Metabolism!
- In & Out of the Gym in One Hour
- Life in the Fast Lane: A Guide to Healthy Eating
- Sleep Your Way to a Better Healthier You!
- Sleep and Performance
- Alzheimer's: Know the 10 signs™ **
- Healthy Body Healthy Brain™ **

** presented for CONCERN:EAP by the Alzheimer's Association

PARENTING SEMINARS

- Parenting for Positive Behavior
- The Working Parent
- Parenting Teens

RELATIONSHIP SEMINAR

- Nurturing Your Friendships & Relationships

SELF-DEVELOPMENT SEMINARS

- Building a Positive Attitude
- Conquering Roadblocks to Success
- Emotional Intelligence — **NEW!!**
- Retirement Lifestyle Planning: Non-financial Approach
- The Road to Balance: Your Work & Personal Life

STRESS SEMINARS

- Overcoming Overwhelm: Handling Stress Well
- Relaxation Techniques for Wellness & Stress Reduction
- Understanding and Managing Stress (30 min)
- Stress and Resiliency in Tough Economic Times
- Making the Holidays Happy

RESILIENCE SEMINARS — **NEW!!**

- A More Resilient You (30 min or 1 hour)
- Enhancing Your Resilience (2 hours)

TIME MANAGEMENT SEMINARS

- Strategies for Managing Multiple Priorities
- Time Management Approaches: Planning Time in our Busy Lives

WORK & CAREER SEMINARS

- Headlines, Deadlines and Timelines: Managing Your Career Today for Tomorrow
- Prospering Through Changes at Work

SEMINARS FOR MANAGERS, SUPERVISORS &

HUMAN RESOURCES (2 HOURS IN LENGTH UNLESS NOTED)

- Improving Communication and Team Building Skills
- Motivating & Developing Employees
- Overcoming Overwhelm: Handling Stress for Managers
- DOT Regulations: Alcohol & Drug Training for Managers (2 – 3 hours)
- Managing Organizational Transitions
- Sexual Harassment Awareness for Managers & Supervisors - meets AB 1825 requirements (2 hours)
- Reduction in Force: Managing the Emotional Impact
- Substance Abuse in the Workplace: Awareness & Action for Managers
- Workplace Conflict Tools and Techniques — **UPDATED!**
- Workplace Violence Prevention for Managers (2 - 3 hrs)

Check out our self-paced online training:
<http://www.concern-eap.com>
for a variety of business & personal topics

To schedule a seminar, contact CONCERN: EAP's Training Coordinator (650-988-7420) or your Account Executive.

Required: Minimum of 10 and a maximum of 25-30 participants per training. 3 weeks advance notice for scheduling. 5 weeks advance notice for financial workshops. Minimum of 72 hours (3 business days) cancellation notice/ 5 business days cancellation notice for financial topics. No additional cost for travel time or mileage. List effective as of 1/11/14.

Sharon Gach - Re: do you have contact info for...

From: Julie Thornburg
To: Sharon Gach
Date: 5/24/2014 1:21 PM
Subject: Re: do you have contact info for...

Ellen Fogarty - ellen.fogarty@gmail.com
I have her phone # somewhere

Julie Thornburg
Executive Assistant
Office of the Vice President
Student Services
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551
925.424.1406 (Telephone)
925.424.1409 (FAX)

>>> Sharon Gach 5/23/2014 6:44 PM >>>
... the lady from EAP who did the 2 flex day sessions?

I want to ask her a few things, she said to call any time.

Here are my current thoughts for a new training:
find a strong Actor Persona you can become in your place of work, such as:

I love my old '80s tape/seminar that said to:

Think of yourself as

--- 90% Mr. Spock from Star Trek - very logical and non-emotive with customers or stoopid people, and

---10% Clint Eastwood from Dirty Harry - you know you have your Colt 45 in your belt if you need to wave it around. Just knowing it's there gives you the strength you need to back up your Spock personality.

The course said to become an actor on your own stage of your office. The more we fake it, we get to make it to the goal; it fools our brains into Becoming the Actor named Clint Spock! lolol

Do you think this could work? Maybe we can make up our own seminar?!!
(one day).

bye for now, luv, sg

Sharon Gach | Administrative Assistant
Office of the President | Las Positas College
925.424.1001 | www.laspositascollege.edu