


Mining the Hidden Gems of LPC

Classified Professionals' Flex Day * Friday, March 4, 2011

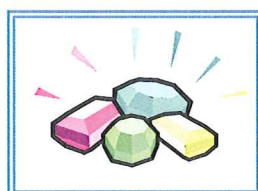
This day is structured so that you may attend all or some of the sessions.

Feel free to attend as your schedule permits.

Time	Track 1	Track 2
8:00 – 8:15 a.m.	REGISTRATION & COFFEE - ROOM 2490	
8:15 – 8:45 a.m.	Room 2480 Be Prompt for... A Surprise Opening Activity! Coffee/Tea/Snacks	
8:45 – 9:00 a.m.	Break	
9:00 – 9:50 a.m.	<u>Track 1</u> Banner Workshop: Student Module TLC, Room 2410 Moderators: Rachel Ugale, District I.T. Services & Karen Kit, LPC Student Services <i>Would you like to learn to look up student data quickly? - and - Do <u>you</u> have some knowledge to share?</i> Presentation and open forum for knowledge sharing.	<u>Track 2</u> A Communication Game Room 2470 Moderator: Sean Day, Specialist, International Student Program (ISP) <i>A fun and interesting hour!</i> You will come away with new perspectives.
9:50 – 10:00 a.m.	Break Refreshments available in Room 2490	
10:00 – 10:55 a.m.	<u>Track 1</u> Banner Workshop: Finance Module TLC, Room 2410 Moderators: Natasha Lang and Chyi Chang, Administrative Services Dept. <i>“Would you like to learn to look up financial data quickly?” - and - “Do <u>You</u> have some knowledge to share?”</i> Presentation and open forum for knowledge sharing.	<u>Track 2</u> Connection/Voice/Commitment - Strengthening Ourselves as Classified Professionals 2420, Large Lecture Hall Moderator: Jeff Baker, VP of Student Services (Interim) and Cindy Balero & Todd Steffan <i>What is “leveraging”? How can we think about using it to work on the things we <u>can</u> control in our positions?</i> Examples and discussion from Student Services.

<p>10:55 – 11:00 a.m.</p>	<p>Break Refreshments available in Room 2490</p> 
<p>11:00 – 11:55 a.m.</p>	<p><u>Joint Session</u> “Mining the Hidden Gems of LPC” Large Lecture Hall, 2420</p> <p>Moderator: Dr. John Ruys, Staff Development Chair & Psychology Faculty</p> <p>Everyone has untapped abilities, skills and specialized knowledge. This is an open forum to mine where our hidden talents lie!</p> <p>Are you?...</p> <p>A pro with PowerPoint -- A Wizard with Word? A guru with GroupWise!</p> <p>We are all doing more with less at this time, And maximizing every resource ...</p> <p>Why not use each other as resources?</p> <p>We are all experts in something. Odds are someone else on campus could learn something from you – and you from them...</p> <p>Let's help each other out! * We will send out a reference list from this session.</p>
<p>12:00 - 12:55 p.m.</p>	<p>Lunch in the New Staff Lounge – 1300D Lunch provided by Classified Senate funds</p> <p>Enjoy a walk to the Staff Lounge for a delicious hot lunch by our Elite Café.</p>
<p>1:10 – 2:00 p.m.</p>	<p><u>Joint Session</u> - Meet in front of Child Development Center (Bldg 2300) Walking Tours</p> <p>Walking Tour of Child Development Center (Host: Zina Rosen-Simon) Then – weather permitting – to the new PE Phase 3: Track, Field, and Field House (Host: Bill Eddy)</p>
<p>2:30 p.m.</p>	<p>Adjournment <i>Thank you very much for attending Classified Flex Day today!</i></p> <p><i>Please remember to complete an evaluation of today's activities which will be emailed soon.</i></p>

Thank you for answering the survey last Fall.
Today's sessions are directly based on the input received in that survey.



Mining the Hidden Gems of LPC

**Classified Professionals' Flex Day
Friday, March 4, 2011**

OPENING SESSION - Speed Relating

GOAL: To get to know a few people at LPC whom you do not yet know.

INSTRUCTIONS

- A. Sit across from someone you do not know well.
- B. When the host says 'Go' – ask each other the 3 simple questions on the table
- C. When the host says 'Stop' – the people facing East will move 1 (or more) seats to their Left.
- D. The people facing West will stay where they are.

THE THREE QUESTIONS:

- 1. Where did you go to high school?
- 2. What hobbies do you enjoy?
- 3. What is one thing about you that people at LPC don't know (and you want to share!)

Subject line: **Invitation & Registration: Friday, March 4th Classified Flex Day**

**Classified Flex Day : Friday, March 4, 2011
8:00 a.m. – 2:00 p.m.
LPC Campus – Various Sites – Start in 2490**

Several different subjects to choose from based on your survey input last Fall--
Agenda of events attached.

➔ **You are welcome to attend all or just some of the day's events.**

No need to register for each session,

we just need to know:

1) If you are coming to any of the sessions, and

2) If you will be joining us for lunch. (Vegetarian choices available)

➔ **Please click here to register your attendance & if you can assist: www._____**

Questions? Call or email:

Jeff Sperry, Ext. 1655 or Sharon Gach, Ext. 1001

MINING THE HIDDEN GEMS OF LPC

The following is the start of a list of "Hidden" skills and talents of Classified Staff at LPC.

EVENT PLANNING Jennifer Adams , searchable document for events, what is needed, etc.

LANGUAGES: Sean Day: Japanese

Spanish: Daysi

Portugese: Eliz. Abril

WORD AND EXCEL:

Microsoft 2003: see _Jennifer Farber,

Microsoft 2009: see J. Farber2

Excel: Cheryl Rothman and Julie Thornburg, and Chyi Chang, Jeff Sperry's wife

TLC: Database info, Google docs, Google surveys,

- TLC has trainings on **Groupwise**, and many other **software topics**

Groupwise: Jeff Sperry, Sharon G. has a manual, Katherine Tollefen in IT,

HOW TO SAY:

'NOT RIGHT NOW', CAN'T GET TO IT YET, professionally

- Nadiyah Taylor – small group interactions

TIME MANAGEMENT SKILLS – Student Health, Center, Dayna Barbero

"How to Manage Your Time in Your Office Space" (Randy Taylor)

HOW TO SET UP SHARED FILE SPACE

ONLINE FOR DIVISION, WORK GROUP DOCUMENTS: Steve Gunderson

(Save paper, others have access to work documents)

HEALTH ITEMS, FITNESS, WORKOUT ROUTINES: Bill Eddy will refer you to the right person, Dayna Barbero,

We rec'd 1 free week of LifeStyles Rx as a gift for Flex Day

IF DON'T KNOW WHO TO ASK: one of the Admin. Assts., Exec. Assts.

TAKING CLASSES IN PE DEPT: PE Fitness for Staff Class (54 hours/ or 27 hrs ½ unit) – work with each person on their personal goals. (5-8 pm daily M-Th, 9-12 Fridays)

Attendees/Departments/Skills:

Jeff Sperry – Technology

Kit – Student Services, Board packet creation

Rita Carson – M&O, facilities

Ann Jones – Financial Aid

Carmen McCauley – Academic Services, Banner Financial, hiring, knows who to talk to about most things

Karin Rose – MSEPS, division processes, hiring, scheduling processes

Daysi Valle – Financial Aid, Spanish, meeting deadlines

Elizabeth Bettencourt – Financial Aid, CalWORKS, Portugese

Ernesto Nery – Financial Aid

Janice Cantua – A&R, faculty liason, Banner

Connie Hildebrand – DSPS, SARS, scheduling, EOPS, Financial Aid

Kyle Judson – District ITS, HR payroll, PERS

Jennifer Adams – President's office, publications, PPT, governance, event planning, District

Bill Eddy – Athletics setup, event planning, facilities, extra chairs

Carolyn Smutny – Athletics, CCCCAthletics, Banner student, student assessments, travel, website maintenance

Heidi Ulrech – telecommunications, copier services, STARS, SARS, technology

John Ruys – Psychology, Staff Development, discussion management, PPT, Excel, Blackboard, crisis management.

Thank you for attending today!

#

Dear LPC Colleagues,

I have already received many kudos and thank yous for a great **Classified Staff Flex Day** held today. The success of this low-cost day is totally due to the efforts of the volunteer staffers and presenters.

“Planning committees can plan, but it takes the hands, feet and brains of many people to make this type of day a success.” -- S. VanNoy

I’d especially like to thank:

Volunteer Presenters:

- Jeff Sperry – Ice Breaker: “Speed Relating” – This brand new “speed” get-to-know-you went especially well, and participants did not want to stop visiting and move on to the next person!
- Rachel Ugale & Karen Kit – Banner Student Module Workshop
- Sean Day – Communication Game (wow!)
- Chyi Chang and Natasha Lang – Banner Finance Module Workshop
- Cindy Balero and Todd Steffan with support from Jeff Baker – “Connections/Voice/Commitment” – Bringing lessons learned from Student Services ‘leveraging’ to Classified Senate discussions and improvements
- John Ruys – “Mining the Hidden Gems of LPC” – Finding the untapped resources of LPC Staff – a list will be coming out soon!
- Zina Rosen-Simon and Jackie Fitzgerald – Tour of the new Child Development Center
- Bill Eddy – Tour of the new Track and Field, and Field House.

And all of this could not have happened without the **Dedicated Efforts Of Our Staff Volunteers** to set up, check in, “run and get things”, drive the cart, pick up food, clean up...

... Including:

- Frankie Alexander
- Elizabeth Bettencourt
- Cindy Balero
- Lilia Camino
- Chyi Chang
- Sharon Davidson
- Jennifer Farber
- Karen Kit
- Renee’ Pegues
- Connie Reding
- Jeff Sperry
- Todd Steffan

- Julie Thornburg
- Daysi Valle
- Christie Verarde

Tremendous thanks to all of you, and I'll include some emails below, which I received right after the event.

Come to the next Classified Senate meeting:

Thursday, March 24th, 1:00 p.m.
Bldg. 4000, Room 4129 (Green Room)!!

Best wishes, Sharon G.
Co-chair, Flex Day Committee

"Please thank the whole committee for a very good Flex Day!!
It went very well. I learned a lot and I really enjoyed socializing with everyone today. I needed that more than I knew. :-)"

"Good afternoon all,
I'm sure you're pretty tired from preparing for today's events. I just want to thank you all for the great job you did planning and executing everything. I really enjoyed myself and learned some things along the way."

"Great Flex day thanks for everything."



March 11, 2011

Dean Kimberly Tomlinson
Vice President Jeff Baker
Student Services
Las Positas College

Dear Kimberly and Jeff:

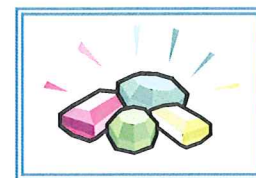
The Classified Flex Day planning committee is very grateful for the funds your department budget provided for the breakfast items and coffee at our Flex Day on March 4th. We know this will not always be possible, however we are thankful for your thoughtfulness for the enrichment of the Classified Professionals.

The day went very well, and we attribute this partly to the excellent morning coffee from Elite Café!

In appreciation,

Sharon Gach and
Jeff Sperry

Mining the Hidden Gems of LPC



Classified Professionals' Flex Day * Friday, March 4, 2011


HELPERS LIST

Thank you for volunteering!!! Please find your name below. If you need to be moved or have questions, let Sharon G. know, x 1001.

If you are on a morning crew, look at the attached 'map' of 2470, 2480 and 2490.
If your name is not listed where you volunteered, it means we have enough help there.

Enjoy the day!

Time	TASKS	
7:15 am	Room 2411U is our Staging Room Has extra things in it.	
7:15 AM	Set up Room 2490 : (See attached 'map'). Coffee/muffin tables (Elite Café' will bring coffee/muffins) and set up Registration Table. Sharon Davidson , Julie Thornburg, Sharon Gach, (7:30) Chyi Chang	
7:15 AM	Set up Room 2480 for Opening Activity: (See attached 'map'). Jeff Sperry, Renee' Pegues, Sharon Gach, Karen Kit, Chyi Chang	
8:00 AM	Work at Registration: Sharon D. , Lilia Camino (see 'map')	
7:40 – 8:10 AM	Direct people how to flow from 2490 Registration/Coffee over to 2480 for Opening Activity (see map) Judy Martinez, Julie Thornburg (when done with room set up)	
8:00 AM	HELP SEAN SET UP RM 2470 FOR THE GAME Sean Day, Chyi Chang, Karen Kit, Renee Pegues (after done w/ 2480)	
8:00 – 8:45 a.m.	Room 2480	A Surprise Opening Activity!
8:05 and 9:05 am	Break STRAIGHTEN UP COFFEE / SNACK TABLES in 2490 (make sure everything is neat and tidy; if need more coffee we can make our own, everything will be in the room) Christie Verarde, Daysi Valle	
9:00 – 9:50 a.m.	<u>Track 1</u> Banner Workshop: <i>Student Module</i>	<u>Track 2</u> Communication Game

10:05 a.m.	STRAIGHTEN UP COFFEE / SNACK TABLES in 2490 (make sure everything is neat and tidy; if need more coffee we can make our own, everything will be in the room) Christie Verarde, Todd Steffan, Daysi Valle	
10:00 – 10:55 a.m.	<u>Track 1</u> Banner Workshop: <i>Finance Module</i>	<u>Track 2:</u> <i>Connection... Classified Professionals</i>
10:55 – 11:00 a.m.	Break in 2490	
11:05 am	CLEAN UP COFFEE / SNACK TABLES FOR ELITE CAFÉ TO PICK UP THEIR THINGS LATER. & PUT EXTRA PAPERS AND CLASSIFIED ITEMS IN 2411u Christie Verarde, Todd Steffan	
11:00 – 11:55 a.m. 	<u>Joint Session</u> <i>“Mining the Hidden Gems of LPC”</i> Large Lecture Hall, 2420 Moderator: Dr. John Ruys, Staff Development Chair & Psychology Faculty	
11:30 AM	Pick up Bill Chow & the food in Cart Sharon G., and Julie T.	
11:30 AM – go to 1300D Staff Lounge	MAKE SURE TABLES & CHAIRS SET UP NICELY in staff lounge 1300D (Use best judgement – Need to <u>seat 39 people</u> , and side tables for Buffet) BE THERE TO MEET ELITE STAFF TO help set up the food Connie Reding, Elizabeth Bettencourt, Cindy Balero, Chyi Chang	
1:00 pm	Take pan & Etc. back to Elite Café in Cart Sharon G., and Julie T.	
1:00 pm	CLEAN UP: (put tables and chairs back in positions, straighten, wipe tables, etc. Frankie Alexander, Jennifer Farber, Cindy Balero.	
1:10 – 2:00 p.m.	<u>Joint Session</u> CDC, Bldg 2300 Walking Tour of Child Development Center & PE Fields	
2:30 p.m.	Adjournment <i>Put your feet up and rest!!</i>	

MARCH 4TH 2011 – CLASSIFIED PROFESSIONAL FLEX DAY

ROOMS NEEDED/TIMES:

ROOM	TIME IN	TIME OUT	SET UP	CLEAN UP
2470	7 AM	11 AM	WE WILL DO	PUT BACK TO CLASSROOM STYLE
2480	7 AM	11 AM	WE WILL DO	PUT BACK TO CLASSROOM STYLE
2490	7 AM	1 PM	WE WILL DO	PUT BACK TO CLASSROOM STYLE
2420	9:30 AM EVENT AT 10 AM POWER POINT FROM JUMP DRIVES AT 10 AM AND 11 AM SHARON G. WILL BE THERE WITH THE DRIVES	12:15 PM	AS IS	NONE
1300D	11:30 AM 12 NOON LUNCH	1:15 PM	PLEASE SEE CHART AND LIST SHARON G CAN HELP SET UP ON THURS. MAR 3 RD , AFTERNOON, IF YOU WANT	PUT BACK TO 'NORMAL' STYLE