

CLASSIFIED STAFF DAY

Program

March 22, 2017

Wednesday, March 22, 2017 – MORNING

8:30 – 8:45	Welcome	927
8:45 – 9:15	Executive Cabinet Updates	927
9:15 – 9:45	Accreditation Updates	927

Keynote Presentation 9:55 – 10:55

Sharpening the Saw: Enhancing Your Greatness

927

Secret Brown, Professional Development Coordinator – Human Resources

The problem with taking the time to sharpening the saw is that it is important but not urgent, so we put it off until it becomes urgent. We must remind ourselves to maintenance our lives in order to remove the clutter and live up to our own personal standard of greatness.

Breakout Session #1 11:00 – 12:00

REEP Wellness Program & Rewards

901

Matt Szenderski

High level overview of the REEP Wellness Program and how eligible members participate earning \$150 in rewards.

5 Language of Appreciation

927

Secret Brown

Unfortunately, many workplaces today are characterized primarily by complaining, sarcasm, and an overall negativity. This leads to poor morale and increased frustration among employees and managers – and results in higher staff turnover and numerous negative behaviors.

Fortunately, there are practical steps that can be taken to create a more positive work environment. Learning how to communicate authentic appreciation to colleagues (rather than “go through the motions” employee recognition) can make a huge difference. This fast-paced, high-energy humorous presentation will encourage you and give you the tools and resources to make a difference in your workplace.

Brandman University

932

Nicole Farnum/Miguel Aranda

What we offer from Brandman University in Professional Development – Bachelors, Masters, Doctorate, and extended education/professional Development

Collaborate with Confer!

950

Alexandria Gilbert

Have you ever tried to schedule a meeting, but can't find a date, time, or meeting space to bring everyone together? Do you want to collaborate more with your colleagues but feel encumbered by the physical distance? Worry no more! The California Community College system currently offers two great solutions to these time-wasting problems: CCC Confer and ConferZoom! With CCC Confer and ConferZoom you can meet with colleagues in an online meeting room any day, any time. In our present era of virtual communication, it is vitally important that we continue to offer the best support possible to our students, colleagues, and constituents, which often means we need to find constructive ways of bringing people together to discuss ideas and discover solutions. The CCC Confer and ConferZoom platforms can not only help you schedule meetings easily but offer a space for immediate collaboration right when you need it. In this short presentation we will look at how to set up meetings with CCC Confer and ConferZoom, what each platform has to offer, and brainstorm how you can collaborate with your peers.

Canvas Basics for Support Staff

951

Micah Orloff

Canvas is coming to MSJC! As a classified member, you may need to provide assistance to your students and faculty. In this workshop, you will learn the basics about canvas layout/navigation, featured tools and where to get support.

Stop. Think. Connect.

969

Katherine Stratton, Justin Bennett, Aaron Stafford

In this session we will discuss the importance of your security awareness to address higher education privacy, risk, compliance, and information security issues. Come learn about the regulations, laws, and policies that require all MSJC employees to safeguard institutional information. We will go into some of the common cyber threats and tactics used in attempts to gain unauthorized access like phishing emails, malware, and ransomware. We will discuss ways you can learn to Spot the phish? by raising your level of security awareness, and increase your cyber defense skills to protect the institution's data, infrastructure, and networks.

Do you know about Smartsheet?

973

Tara Pyle, Vanessa Valdez

Brief explanation of Smartsheet and how it works; brief description of how we use Smartsheet in our department; brief description of how using web forms can be helpful.

Have you ever lost a document on your computer?

974

Raechel Mendelsohn

You no longer have to worry about losing your work when your computer crashes, or changing between working on a Mac and a PC. With Google Docs you can also easily share and work on your projects with your co-workers, live time. And let's face it, real-time collaboration is a key feature in today's work environment.

Lunch 12:00 – 12:45 PM

Outside near Café

Post-lunch Group Session

12:50 – 1:45PM

Student Conduct & CARES

927

Fred Frontino

This presentation will cover the student conduct process, how to report, what to report and how it will be handled by the Student Judicial Affairs Office. It will also go over our MSJC CARES Team and how that process works as well. Our director of Campus Safety will cover what services campus safety offers and how to access them.

Breakout Session #2 2:00 – 3:00

Wellness Workshop- Bachata for Every Body

207

Ammanda Moore

Are you ready to engage your mind and body in a fun, energizing workout? Attend this workshop to learn the difference between traditional bachata and urban bachata. Let the rhythms of bachata relieve your stress as you dance your way to wellness and learn about one of the most popular dance forms in the Latin dance community. Please wear comfortable clothes and shoes, and get ready to groove!

Female Safety on Campus

805

Officer C. Waters, RSO

Information and Practical Strategies. 20 minute video followed by a real life scenarios culminating in a Question and Answer session.

Benefits Basics (CalPERS)

901

Elizabeth Arredondo

For members to learn more about your CalPERS benefits and the choices you may have to maximize your retirement security.

Safe Zone Training (Part I)

932

Rafael Reynaga, Brett Dooley

Take part in a facilitated discussion of vocabulary and issues pertaining to an understanding of gender and sexual orientation.

Take it up a Notch in PowerPoint

950

Penelope Johnston

Tired of just bullet points and text in your presentation. Come find out how to add motion, sound and video into your presentations to help captivate your audience!

Ignite, Engage, & Transform through Lifelong Learning (Part I)

951

Dave Benak

“Lifelong learning is about anticipation, exploration and reflection. Each person makes their own choices and decisions. As educators we need to model the kind of life or behavior we envision for our students including enthusiasm, a thirst for knowledge and lifelong learning.”

Instructor will incorporate the staff day theme into practical advice and suggestions including “How to do Your Best Every Day”, “A Checklist for Improving Your Life”, “Keys to Designing a Personal Lifelong Learning Process” and a “Plan of Action (POA).” This will be an interactive session with attendees participating in several group activities and classroom discussions.

Business Services Q & A

969

Gail Jensen & Friends

We will provide an opportunity for staff to ask any questions pertaining to Business Services; Galaxy, payroll, categorical, foundation, accounts payable, travel, bookstore, purchasing, etc.

Rebuilding After a Financial Crisis

970

Karena Chum, Altura CU

There are many things in life that can derail even the best money management plans, such as unexpected car or home repairs, illness, or job loss. When in crisis mode, most people just take things day by day, hoping to get by. When the dust settles, they are often left with a financial situation that is less than rosy. There are no savings to speak of. Their credit is shot. There is debt that needs to be paid.

If you are in this situation, you may wonder if things can ever be the way they were before. Financial well-being cannot be obtained with a snap of your fingers, but with work and dedication, you can recover from a financial crisis.

Breakout Sessions #3 3:10 – 4:10 PM

FREE Professional Development Opportunities, Prolearning Network & Learning Paths with Lynda.com

969

Jared Davis

The session will present an overview of the online resources available on the MSJC professional development website. To Highlight one of the resources, Participants will receive guidance in setting up a Professional Learning Network account.

Participants will receive a demonstration of the learning paths available through Lynda.com, one of the many FREE resources available for Professional Development.

Videoconferencing 101 & Getting the most out of your meeting 805

Marcus Castellanos

The Basics (how to turn a system on/off, feel comfortable with it). Getting the most out of your meeting (utilizing advanced features such as content sharing)

Leading Across Generations 901

Secret Brown

Great leaders tap into the unique contributions of each generation and bridge generational gaps in the workplace.

Leaders have a profound understanding of the differences between generations. But great leaders don't just understand the differences, they also recognize the importance of putting those differences to work in finding more creative solutions to problems; fostering robust, productive dialog; and engaging team members in giving their highest and best contributions.

Safe Zone Training (Part II) 932

Rafael Reynaga, Brett Dooley

Take part in a facilitated discussion of vocabulary and issues pertaining to an understanding of gender and sexual orientation.

Make Excel Work for You 950

Penelope Johnston

Is Excel just data entry for you? If so, come and find out how to make Excel do the work while you work smarter. Have it extract data for you, help you make drop down fields, look up information for you and more.

Ignite, Engage, & Transform through Lifelong Learning (Part II) 951

Dave Benak

"Lifelong learning is about anticipation, exploration and reflection. Each person makes their own choices and decisions. As educators we need to model the kind of life or behavior we envision for our students including enthusiasm, a thirst for knowledge and lifelong learning."

Instructor will incorporate the staff day theme into practical advice and suggestions including "How to do Your Best Every Day", "A Checklist for Improving Your Life", "Keys to Designing a Personal Lifelong Learning Process" and a "Plan of Action (POA)." This will be an interactive session with attendees participating in several group activities and classroom discussions.

What is Continuing Education and who does it Benefit? 970

Kristin Sension/Miriam Brijandez

Do you know anyone who would like to become a U.S. citizen? How about an adult who needs to finish high school? Are there people in your life who are learning English as a second language? Our department exists to open doors to a better future for adult students who experience barriers like these. Our instructors ignite the students' belief in themselves by teaching free classes on campus and at over 30 sites. In addition, the non-credit counselors support and engage the adult students to transform their work lives through career certificate programs or higher education. Come check it out!

Create Awesome Designs from Scratch with Canva 974

Angela Drumm

Easily create beautiful designs + documents. Use Canva's drag-and-drop feature and professional layouts to design consistently stunning graphics. Impress your friends and coworkers with professional looking designs that anyone can do. Design presentations, social media graphics, and more with thousands of beautiful layouts. Do you ever see social media images or pictures on websites and think, "Wow! They must have paid a lot for someone to design that for them?" Canva has everything you need for amazing design, and it's easier than you think!

Wrap-Up Session

4:15 – 4:30 PM

927

Thank you to the MSJC Foundation Board of Directors for your generosity and continued support of the Classified Senate and Classified Staff Development Day

