# **Spring 2019 Staff and Faculty Professional Development – Morning Program**

## **Poverty Simulation Experience**

**8:30-11:30 a.m.** \*pre-register by clicking here

The poverty simulation experience is designed to help participants begin to understand what it might be like to live in a typical low-income family trying to survive from month to month. **It is a simulation, not a game.** The object is to sensitize participants to the realities faced by low-income people. In the simulation, up to 80 participants assume the roles of up to 26 different families facing poverty. Some families are newly unemployed, some are recently deserted by the “breadwinner,” some are homeless, and others are recipients of TANF (Temporary Assistance for Needy Families, formerly AFDC), either with or without additional earned income. Still others are senior citizens receiving Disability or Retirement or grandparents raising their grandchildren. The task of the “families” is to provide for basic necessities and shelter during the course of four 15-minute “weeks.” The session includes an introduction and briefing, the actual simulation exercise, and a debriefing period in which participants and volunteer staffers share their feelings and experiences and talk about what they have learned about the lives of people in poverty.

*Facilitator Christine Westerlund, Missouri Association for Community Action, Inc.*

*Cass Gymnasium*

## **Internet Accessibility for Every Student**

**8:30-10:20 a.m.**

This session will begin with an overview of the federal legislation related to accessibility in higher education, what compliance means, and the effect that compliance has on student success. The hands-on portion of this session will introduce faculty to the use of Ally within their Blackboard course sections. This introduction will include a discussion on how Ally scores digital course content for accessibility, how to interpret an Ally score, and how to use the alternative formats provided. This session will also include hands-on instruction on the Internet accessibility checker in Adobe, Word, and PowerPoint, as well as step-by-step instructions on how to edit PDF, Word, and PowerPoint files to improve the Internet accessibility of your course material.

*Gary Bach, Instructional Technology Specialist*

*Amy Chernowsky, Instructional Designer*

*Andy Mitkos, Learning Management Systems Coordinator*

*Menard Hall, Room 1173*

## **Retirement Income Strategies**

**8:30-9:20 a.m.**

This program focuses on the new retirement realities and how the essential income planning process can help attendees address the five risks associated with retirement: longevity, healthcare, inflation, investment, and withdrawal.

*David Jones, Financial Advisor, VALIC Financial Advisors, Inc.*

*Menard Hall, Room 1165*

## **Making Safety and Inclusivity Measurable and Meaningful: Are We Ready?**

**8:30-9:20 a.m.**

This presentation will introduce the Campus Climate Team’s safety and inclusivity workgroup as part of the newly redesigned team structure to the campus community. We will share the group’s purpose, mission, working definitions, and processes. This session will be conducted as a guided discussion regarding campus climate, specifically safety and inclusivity, at LLCC. Participants will gain insight into current efforts within the workgroup and will be included in a conversation about safety and inclusivity at LLCC.

*CCT-Campus Safety and Inclusivity Workgroup*

*Menard Hall, Room 1168*

## **Performing Calculations**

**8:30-9:20 a.m.**

Attendees will learn basic Excel skills including how to create worksheet formulas, insert functions and reuse formulas and functions.

*Jessie Maske, LLCC Adjunct*

*Menard Hall, Room 1179*

## **Social Media at LLCC**

**8:30-9:20 a.m.**

This presentation will go over the social media guidelines PRM has in place for departments with an LLCC social media account, or for those wanting to start an LLCC account. Also, tips and tricks for managing your LLCC page and using creative apps.

*Colleen Pittman, Marketing and Communications Coordinator*

*Amy Flynn, Public Relations and Marketing Assistant*

*Menard Hall, Room 1166*

## **The Good, The Bad and Ugly Stress**

**8:30-9:20 a.m.**

Different things stress different people.  There are good stressors that motivate us to act and create positive outcomes.  There are bad stressors that prolong negative processes and outcomes.  Ugly stress becomes a normal way of life.  We’ll identify and describe behaviors for better techniques and preparedness for stress.

*Shirley Stelbrink, Owner, Learning Alliances Company*

*Menard Hall, Room 1177*

## **Information Technology Panel Discussion**

**9:30-10:20 a.m.**

Join the IT administrators as they discuss current and future projects and process changes. The first portion of the session will be dedicated to sharing project updates. The second part will be reserved for Q&A and provide an opportunity for attendee feedback.

*Joni Bernahl, Director, IT Service and Support*

*Esteban Cruz, Chief Information Officer*

*Soodi Nassirpour, Director, Administrative Computing*

*Ben Roth, Director, Systems and IT Infrastructure*

*Menard Hall, Room 1166*

## **Building Bridges: Collaboration at Work**

**9:30-10:20 a.m.**

Having to work with others is a common requirement in the workplace. When collaboration is successful, you feel positive, productive, and willing to face any challenge. This seminar will build on the notion that cooperation and building bridges can be learned and should be practiced. It will teach participants the key elements of teamwork and provide them with the opportunity to practice collaboration-building techniques. At the end of this seminar, participants will be able to do the following: understand emotional reactions and what their underlying causes may be, discuss human motivators and ways to address them for increased collaboration, and identify relationship-building strategies.

*Employee Assistance Program*

*Menard Hall, Room 1167*

## **Learn and Share: Let’s Talk Professional Development!**

**9:30-10:20 a.m.**

The Campus Climate Team’s professional development workgroup wants to provide you with updates from the team! We’ll provide a team overview, share professional development data and concepts the workgroup has been looking at, and open up discussion on ideas for improvement.

*CCT-Professional Development Workgroup*

*Menard Hall, Room 1168*

## **Using PivotTables and PivotCharts**

**9:30-10:20 a.m.**

Attendees will learn intermediate Excel skills such as how to create a PivotTable, how to analyze PivotTable data, how to present data using PivotCharts and how to filter data using Timelines and Slicers.

*Jessie Maske, LLCC Adjunct*

*Menard Hall, Room 1179*

## **Illinois Freedom of Information Act**

**9:30-10:20 a.m.**

Participants will learn the mechanics of the Illinois Freedom of Information Act and the extent to which a faculty or staff member’s personal records and emails may be subject to public disclosure.

*Lorilea Buerkett, Partner, Brown Hay and Stephens, LLP*

*Eric L. Grenzebach, Senior Counsel, Brown Hay and Stephens, LLP*

*Menard Hall, Room 1165*

## **Your STYLE at Work-Everything DiSC© Workplace**

**9:30-11:20 a.m.** \*pre-register by clicking here

Everything DiSC® is a self-assessment tool identifying your goals, strengths, fears and weaknesses. First, identify your behaviors and motivations then…learn to work with others based on their style.  This communication tool can be used to build more positive relationships, healthy conflict and less personal attacks; whether you are talking with students, peers, faculty, etc.

*Shirley Stelbrink, Owner, Learning Alliances Company*

*Menard Hall, Room 1177*

## **Campus Climate Team-Employee Satisfaction Workgroup**

**10:30-11:20 a.m.**

Come meet the Campus Climate Team’s employee satisfaction workgroup and find out how the team is working hard to improve employee satisfaction here at LLCC. We’ll provide a team overview, share employee satisfaction data, and open up discussion on ideas for improvement.

*CCT-Employee Satisfaction Workgroup*

*Menard Hall, Room 1168*

## **Boosting Your Positive Outlook**

**10:30-11:20 a.m.**

Consistently focusing on the negative side of an issue can greatly contribute to stress. When thinking this way, physical changes take place in the body’s chemistry, increasing stress levels and affecting performance and well-being. This session will help participants understand the ways in which this seemingly automatic negative thinking occurs, recognize its typical manifestations, and develop a process for tackling negative thoughts effectively. At the end of this session, participants will be able to define the term *stress whirlpool, u*nderstand how negative thoughts work and impact the body, and develop a strategy for combating negative thoughts and increasing their positive outlook.

*Employee Assistance Program*

*Menard Hall, Room 1167*

## **Using Tables in Excel and Conditional Formatting**

**10:30-11:20 a.m.**

Attendees will learn advanced Excel skills including how to use tables in Excel and how to use conditional formatting.

*Jessie Maske, LLCC Adjunct*

*Menard Hall, Room 1179*

## **Office 365 – Beyond Outlook**

**10:30-11:20 a.m.**

Office 365 is the web version of the latest Microsoft Office Suite, hosting a variety of online applications. Outlook, Word and OneDrive are just a few of those most commonly used. During this workshop, we will explore the Employee Portal public sites in SharePoint, Video and Forms applications as well as how to access the Office 365 Gateway, create shortcuts to documents and/or applications in your web browser.

*Jeris Creasey, IT Trainer and Technical Writer*

*Menard Hall, Room 1166*

## **Am I Considered a “Responsible Employee” Under Title IX? The Answer Is Probably “Yes”**

**10:30-11:20 a.m.**

Did you know that most faculty and staff are considered Responsible Employees under Title IX? Do you want more information about how to best respond to disclosures of sexual harassment, sexual violence, dating/domestic violence or stalking? Attend this session to learn more about who is considered a Responsible Employee under Title IX, the obligations of a Responsible Employee, and how to best respond to a disclosure.

*Shelby Bedford, Compliance and Prevention Coordinator*

*Menard Hall, Room 1165*

## **General Education Outcomes Data: What Does It Say?**

**10:30-11:20 a.m.**

Join the Learning Outcomes Assessment team, as they present general education outcomes assessment data from Fall 2018, as collected through AEFIS. This presentation will also include discussion on the data findings.

*Colin Suchland, Ph.D., Professor, Sociology and Chair, Learning Outcomes Assessment Team*

*Jason Dockter, Ph.D., Interim Assistant Vice President, Academic Services*

*Robert H. Stephens Room*