

MAY 28, 2009

VOLUME I
ISSUE 15

Employment

We are delighted to welcome these New ACC Employees
that started May 18th!

<i>Name</i>	<i>Department</i>	<i>Campus</i>
Nancy Walters	Full-Time Faculty-Associate Degree Nursing	EVC
Janine Lanier	Instructional Associate II- ESOL	HBC
Adrianna Cardenas	Help Desk	SVC
Judith Wynn	Effectiveness & Accountability	HBC
Angelica Cancino-Cox	Special Populations Specialist	RVS
David Stellman	Specialist, Tutoring	NRG
Ann Abeyta	Specialist, Tutoring	RVS & SAC
Jenny Prusha	Lab Technician	NRG

Professional Development

Save the Date!

ACC's General Assembly is not as far away as you think! Mark your calendars for **Friday, August 21, 2009**. Following the morning session we will have various professional development opportunities available here at HBC. More details to follow soon.

Upward Evaluation

This is a reminder that the upward evaluation reports will be sent out in PDF format via e-mail. The upward evaluation reports will begin to go out no later than Monday June 8th. Look for an e-mail sent from "Faculty and Staff Evaluation at Austin Community College [admin@localserver.com]" with the subject line "Upward Evaluation Results 2009 Class Climate survey."

ACC ACADEMY – Applications Now Being Taken

Applications are due by June 12 to the Professional Development Office. For the application process, go to the website at <http://www.austincc.edu/hr/profdev/academy/index>.

HUMAN RESOURCES

SECTION NEWS

- Vice President's Office (223-7572)
- Benefits (223-7230)
- Compensation (223-7608)
- Employment (223-7534)
- Payroll (223-7523)
- Professional Development (223-7997)
- Records (223-7227)

INSIDE THIS ISSUE:

New Employees

General Assembly

Upward Evaluation

ACC Academy Applications

New Options- Professional Development

New Workshops

New Options in Professional Development

Change in professional development hours banking: Effective immediately, **100% professional development hours in excess of the required amount will be rolled over and banked for the next academic year.** Until this change occurred, the policy allowed 25% of any hours in excess of the requirement to be rolled over and banked. Therefore, if an employee's requirement for professional development is 12 hours and he/she completes 15, the extra three hours will be rolled over and applied to the next year's requirement. The rollover is an automatic process which occurs at the end of the current fiscal year. One caveat, however, is this: mandated training (college-wide or department wide), such as Sexual Harassment Prevention (SHP) and Americans with Disability Act training (ADA), will still need to be completed, even if the rollover results in a completion of all required hours. Supervisors may note the updates under the link entitled "My Employees" located at <https://www3.austincc.edu/it/workshops/www/StudentCurrentSchedule.php>. The information is under the "Footnotes" heading.

Event Placement Option: Supervisors now have the option to choose in which fiscal year (current FY or upcoming FY) to place an employee's completed professional development activity. For example, an employee may request that his/her attendance at workshops offered during General Assembly in August be placed in the fiscal year ending in August or in the upcoming fiscal year, beginning in September. Supervisors can find this option under the link entitled "My Employees" located at <https://www3.austincc.edu/it/workshops/www/StudentCurrentSchedule.php>.

New Workshops

Addressing Workplace Issues Using the Servant-Leadership Management Philosophy

[PRDE: Addressing Workplace Issues Using the Servant-Leadership Management Philosophy](#) 6/5/2009 HBC 214 10 – 11:30 am

Professionalism: Equity & Office Harmony

[PRDE: Professionalism: Equity and Office Harmony](#) 6/12/2009 HBC 214 10 – 11 am

The Basics of Persuasion: Strategies for Servant-Leaders

[PRDE: How to Enhance your Persuasive Presentation or Proposal Using the Motivated Sequence Structure](#) 6/16/2009 HBC 214 10 – 11 am

How to Enhance your Persuasive Message Using the Motivated Sequence Structure

Listening Skills for the Servant-Leader

[PRDE: Listening Skills for the Servant-Leader](#) 6/12/2009 HBC 301.0 1 – 2 pm