

Human Resources Section News

VICE PRESIDENT'S OFFICE

(223-7572)

BENEFITS

(223-7230)

COMPENSATION

(223-7608)

EMPLOYMENT

(223-7534)

EVALUATIONS

(223-7984)

PROFESSIONAL DEVELOPMENT

(223-7997)

RECORDS

(223-7227)



this issue

Wills, Trusts & Estate Planning **P.1**

Smoking Cessation Class **P.1**

Spring Development Day **P.2**

Wills, Trusts & Estate Planning Seminar

This seminar provides an overview of documents that everyone should have in place to protect and assist their families in solving a variety of estate planning issues. Estate planning allows you to consider alternatives for, to think through, and to setup legally effective arrangements that would meet your specific wishes if something were to happen to you or a loved one.

Presenter: W. Michael Murray, Murray & Associates

Highland Business Center

Wednesday, January 18, 2012

12:00 pm to 1:00 pm

Room 411.0

No lunch will be provided. Feel free to bring your brown bag lunch.

To register: <https://www3.austincc.edu/it/workshops/www/login.php>

Smoking Cessation Class to begin January 10th!

Available to Employees, Students and Employee's Family.

Need help to stop smoking? ACC has partnered with Seton Tobacco Education Resource Center to offer FREE Tobacco Education classes to our employees. This six-week program begins on January 10, 2012 at HBC in room 214 from noon to 1 p.m. Your family members, partner and children (age 18 or older) are welcome to attend.

Participation in all sessions is mandatory. If you need to miss a class, please make arrangements with the instructor.

Other resources, tips, and tools can be found at: austincc.edu/hr

To register: <https://www3.austincc.edu/it/workshops/www/login.php>

For program information, please contact Alisol Martinez at [512.223.7800](tel:512.223.7800) or by email at avaldez1@austincc.edu

HR Connection

Spring Development Day

All ACC faculty and staff are invited to attend Spring Development Day on Friday, January 13. The event will begin with a continental breakfast at 8 a.m. at Highland Business Center Room 201.

Workshops will run from 9 a.m. to 5 p.m. at HBC. ACC President Dr. Richard Rhodes is scheduled to present “The Good, the Bad, and the Ugly: Higher Education Trends and Their Effect on Community Colleges”. Other scheduled workshops include “Student Success Mentor Training,” and a panel discussion on distance learning and hybrid technology.

Attendees are encouraged to register for workshops online to secure a spot, (some sessions fill up), and to receive professional development credit. Parking is available at HBC; overflow parking is at Highland Mall.

To register or learn more, <http://www.austincc.edu/hr/profdev/events/springdevday/>