

Fall 2009 Flex Program

All credit faculty have an obligation to complete professional development “Flex” hours under the current academic calendar. A number of Flex activities are planned on the designated August Flex days August 12-14. August 12 and August 13 are Independent Flex Days. Friday, August 14 is the Mandatory Flex day that includes the annual College Convocation and Department meetings.

Detailed information about the Flex program including Fall 2009 Flex Guidelines, the Flex Verification Form, the formula for determining your Flex hours of obligation and other pertinent information is posted on the [Staff Development Web Page](#) which can be found under the “Faculty and Staff” tab on the College Homepage.

Up-to-date Flex workshop dates, times, locations and changes are posted on the online “Faculty and Staff” Calendar which is accessible on the College Homepage under the “Campus Events Calendars” drop down menu. Flex workshops are open to all faculty and staff. However, some workshops require pre-registration. See details below.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in Flex activities, including auxiliary aids or services, please contact the Human Resources Department at 485-9340. Notification at least 3 weeks prior to the activity will enable us to make reasonable arrangements to ensure accessibility to the workshop. Note: An ASL Interpreter will be provided for College Convocation.

August Flex Workshops

Wednesday, August 12

Modernization Update for Fine Arts, Performing Arts & Harlan Center Occupants
9:00-10:00 a.m.

FH 120

Presenters: V-Anne Chernock and “The Modernization Team”

This meeting is for all occupants of Harlan Center and the Fine/Performing Arts Buildings to learn what to expect from construction for the next year-plus (noise, traffic, detours, etc.). The new Fine Arts Building’s construction site will completely close the upper quad area for at least 14 months, except for some narrow sidewalks. Circle Drive will also be closed.

What's New in Office 2007, Section A

9:30-12:00 p.m.

BC 102

Presenter: Patricia Luzi

Attend this workshop & get your computer upgraded to Office 2007!

(This workshop will be repeated 1:00-3:30 p.m. Wednesday, August 12 and 9:30-12:00 p.m. Thursday, August 13.)

The college is in the process of upgrading all office computers to the latest version of Microsoft Office programs collectively called "Office 2007". Join the 100+ staff and administrators who were upgraded to Office 2007 over the summer. While you attend the workshop, I.T. staff will visit your office and upgrade your computer. The workshop will provide an overview of the new features in Office 2007 focusing mainly on Word, Outlook & Excel. Office 2007 is quite different than previous versions. Drop down menus have been replaced by the Office Button, Tabs & Ribbons. See registration details below.

To Register:

Space is limited. Preregistration is required. Email: kathleen.kirkpatrick@marin.edu to register. Please use "Office 2007 Upgrade" as your subject line. Be sure to specify the **session date and time** you'd like to attend. Your registration will be confirmed via email. You will also be instructed about information you'll need to provide to I.T. so your computer can be upgraded while you attend the workshop.

Forwarding & Organizing Your College Email Addresses

10:00-12:00 p.m.

SC 144

Presenter: Alice Dieli

The purpose of this workshop is to teach you how to set up your MyCOM and Marin.edu email so you can receive all your messages in one place. You'll also learn how to automatically sort and organize your messages into separate folders.

At the end of this class, you will be able to:

- Set the option to forward your MyCOM email to your main Marin.edu email account and
- Set a rule to automatically place your MyCOM mail into its own folder on your Marin.edu Outlook page.

This workshop will be a structured practical exercise activity at individual computers. Space is limited to 22 students. Preregistration is required. Email alice.dieli@marin.edu to register. Your registration will be confirmed via email.

Prior to attending, faculty will need to be able to log on to both their Marin.edu account and the MyCOM Portal and know their user name and password for each.

What's New in Office 2007, Section B

1:00-3:30 p.m.

BC 102

Presenter: Patricia Luzi

Attend this workshop & get your computer upgraded to Office 2007!

(Section B is a repeat of the workshop offered 9:30-12:00 p.m. on Wednesday, August 12 and Thursday, August 13.)

Please see the workshop description listed under Wednesday, August 12, 9:30 a.m. to 12:00 p.m.

To Register:

Space is limited. Preregistration is required. Email: kathleen.kirkpatrick@marin.edu to register. Please use "Office 2007 Upgrade" as your subject line. Be sure to specify the **session date and time** you'd like to attend. Your registration will be confirmed via email. You will also be instructed about information you'll need to provide to I.T. so your computer can be upgraded while you attend the workshop.

Part-time Faculty Orientation

6:00-8:00 p.m.

AC 108

Presenters: Nick Chang, VP of Student Learning, Linda Beam, Dean of Human Resources and Kathleen Kirkpatrick, Staff Development Program. Administrator
(This workshop will be repeated 9:00-11:00 a.m., Thursday, August 13.)

This session will provide new and recently hired part-time faculty with valuable information about instructor requirements, resources, college departments, processes and procedures. Topics will include: The MyCOM portal, Intranet and College Email; Workplace Safety and Emergency Information; Human Resources; Payroll Information; Flex; Participatory Governance; Institutional Planning and Academic Issues.

Thursday, August 13

Part-Time Faculty Orientation

9:00 – 11:00 a.m.

AC 108

Presenters: Nick Chang, VP of Student Learning, Linda Beam, Dean of Human Resources and Kathleen Kirkpatrick, Staff Development Program. Administrator
(This workshop is a repeat of the session offered 6:00-8:00 p.m. Wednesday, August 12.)

This workshop is a repeat of the session offered 6:00-8:00 p.m. Wednesday, August 12. Please see previous listing for workshop description.

What's New in Office 2007, Section C

9:30-12:00 p.m.

BC 102

Presenter: Patricia Luzi

Attend this workshop & have your computer upgraded to Office 2007!

(Section C is a repeat of the workshops offered 9:30-12:00 p.m. and 1:00-3:30 p.m. Wednesday, August 12.)

Please see the workshop description listed under Wednesday, August 12, 9:30-12:00 p.m.

To Register:

Space is limited. Preregistration is required. Email: kathleen.kirkpatrick@marin.edu to register. Please use "Office 2007 Upgrade" as your subject line. Be sure to specify the **session date and time** you'd like to attend. Your registration will be confirmed via email. You will also be instructed about information you'll need to provide to I.T. so your computer can be upgraded while you attend the workshop.

Joint Department Chairs Meeting

12:45-2:00 p.m.

AC 108

First meeting of the fall semester for department chairs.

What's New in PowerPoint 2007

2:00-4:00 p.m.

Presenter: Patricia Luzi

BC 102

This workshop will focus on new features included in the Office 2007 version of PowerPoint. It is intended for faculty currently using the Office 2003 version of PowerPoint (or earlier) who are upgrading to Office 2007 and who have attended one of the "What's New in Office 2007" workshops. This workshop is not an introduction to PowerPoint.

To Register:

Space is limited. Preregistration is required. Email kathleen.kirkpatrick@marin.edu to register. Please use "PowerPoint 2007" as your subject line. Your registration will be confirmed via email.

Friday, August 14

(Mandatory Flex Day)

College Convocation

10:00-12:00 p.m.

Olney Hall 96

Annual fall College Convocation for all faculty and staff.

Department Meetings

1:30-3:30 p.m.

Check Chairs for location

Annual Flex department meeting