

# Staff/Administrator Development Day

## *The Many Faces of GCC*

### Thursday, June 4, 2015

8:00 am – 8:30 am	BREAKFAST & SIGN-IN (MPA)				
8:30 am – 8:35 am	WELCOMING REMARKS VP Ray and VP Carmen (MPA)				
8:35 am – 9:05 am	ICEBREAKER Bobbie Leon Guerrero (MPA)				
9:05 am – 9:50 am	GCC Division/Program Presentations-President's Office (MPA)				
9:50 am – 10:45 am	GCC Division/Program Presentations-Finance and Administration Division (MPA)				
10:45 am – 11:45 am	Student-Centered Services-Academic Affairs Division (MPA)				
11:45 am – 12:45 pm	LUNCH (MPA)				
12:45 pm - 1:45 pm	Employment Laws and Supervisory Requirements Joann Muna (5108)	iPad Tips and Tricks Wes Gima (1108)	How to Create an Efficient Filing System Aaron Parker (3114)	Stress Management Barbara Mafnas (MPA)	
1:55 pm - 2:55 pm	Effective Presentations Jayne Flores (3120)	iPad Tips and Tricks Wes Gima (1108)	Organizing for Success Marlena Montague (3114)	Stress Management Barbara Mafnas (MPA)	50 Plus-Part I Pilar Pangelinan (5108) <b>*NOTE: Attendees must attend Part II and Part III on June 5, 2015, 1pm thru 5pm, Room 5108</b>
3:10 pm – 3:30 pm	BREAK (MPA)				
3:30 pm – 4:00 pm	GCC WORKSITE WELLNESS PROGRAM Rose Siguenza Healthy Eating Habits & Nutrition Jennifer Artero (MPA)				
4:00 pm - 5:00 pm	STAFF SENATE GENERAL MEMBERSHIP MEETING (MPA)				
	ADMINISTRATOR'S MEETING (5108)				