

2013

STTACC Conference
Big Bend CC
Moses Lake WA
August 8-9

Now and Then

"Look How Far We've Come"

What is STTACC?

Networking and professional development opportunities are the primary purpose for STTACC. As colleges continue to upgrade and add technology features they are frequently improving communication, offering training resources, and providing board elections for leadership opportunities.

What can I expect at the conference?

- ◆ This conference provides workshop topics for Diversity & Workplace, Health & Wellness, Personal Growth & Leadership and Professional Development.
- ◆ This conference also offers networking opportunities to share your campus' best practices.
- ◆ At the dinner banquet college recipients of the Exemplary Staff Award will be recognized.



Time to Register!

Early Bird forms due

June 30, 2013

All registration payments are due
by July 31, 2013

Conference Details

Big Bend Community College will host the 2013
STTACC Conference in Moses Lake WA

Conference Cost: includes all meals

\$125 STTACC Member Classified Staff

(\$5.00 discount if registered before 6/30/13)

\$140 Non STTACC Member Classified Staff

\$140 Exempt College Staff (Administrator or Faculty)

Make Payment to:

Big Bend Community College, Business Office

7662 Chanute Street NE, Moses Lake WA 98837



Conference Agenda

Day 1—Thursday, August 8

8:00 am	Check-in Continental Breakfast - Masto Conf. Ctr.			
8:45 am	Welcome - Dr. Leas, BBCC President - Masto Conf. Ctr.			
9:00 am	Welcome – STTACC Pres. - Intro New Logo – Masto Conf. Ctr.			
9:30 am	Keynote Speaker: Mark Poth “Look How Far We’ve Come” Masto Conf. Ctr.			
10:30 am	Break – Networking – Snack Peterson Gallery in front of Library			
11:30 am	Business Meeting - Masto Conf. Ctr.			
12:00 pm	Lunch – Masto Conf. Ctr.			
1:30 pm	Workshop Session 1 (2 options in each category)			
	Health & Wellness	Diversity & Workplace	Personal Growth	Professional Development
3:00 pm	Break – Snack Peterson Gallery in front of Library			
3:15 pm	Workshop Session 2 (2 options in each category)			
	Health & Wellness	Diversity & Workplace	Personal Growth	Professional Development
4:45 pm	Break – Tours			
6:00 pm	Social Hour - Masto Conf. Ctr.			
6:30 pm	Awards Banquet and Entertainment - Masto Conf. Ctr.			

Day 2—Friday, August 9

8:00 am	Full Breakfast - Masto Conf. Ctr.			
8:30 am	Business Meeting - Masto Conf. Ctr.			
9:30 am	Break – Drinks only Peterson Gallery in front of Library			
9:45 am	Workshop Session 3 (2 options in each category)			
	Health & Wellness	Diversity & Workplace	Personal Growth	Professional Development
11:15 am	Break – Snacks Peterson Gallery in front of Library			
11:30 am	Workshop Session 4 (2 options in each category)			
	Health & Wellness	Diversity & Workplace	Personal Growth	Professional Development
1:00 pm	Lunch – Closing Remarks – STTACC Board - Masto Conf. Ctr.			
2:00 pm	Thank you and Wrap-up – BBCC – Masto Conf. Ctr.			

Now and Then

"Look How Far We've Come"

KEY NOTE SPEAKER: Mark J Poth



Mark has 34 years of teaching and coaching experience at the high school, community college, and university levels. For the past 26 years he has been employed as a professor and coach at Big Bend Community College. He was awarded the Phi Theta, Rho Zeta Chapter, Hall of Fame Award for the faculty member who most exemplifies the Four Hallmarks of Phi Theta Kappa.

As a coach, Mark's 529 wins at Big Bend is the most among active basketball coaches in the Northwest Athletic Association of Community Colleges. His teams have averaged over 20 wins a season for the past 26 years. Coach Poth has been selected as the *"Eastern Region Coach of the Year"* nine times by his peers.

Coach Poth has been successful wherever he has coached. He began his teaching and coaching career at Dixie High School in St. George, Utah. During his five year tenure at Dixie, he posted an impressive coaching record while directing his team to two top four finishes in the State Basketball Championship Tournament. Coach Poth also led the girl's tennis team to its first State Championship in school history. At Dixie, Mark also enjoyed success in coaching the high school forensic team.

After Dixie, Coach Poth spent two years at the University of Hawaii as an assistant basketball coach before coming to Big Bend. Mark received his BA in Speech Communications and Physical Education at Brigham Young University and his Master's Degree in Communications at the University of Hawaii. He presently teaches speech at BBCC.

Mark and his wife Anette have five children and thirteen grandchildren.



NETWORKING GROUPS

The conference agenda provides a time for networking on day one. Be sure to mark your grouping interest on your registration form.

Networking is a key component of any conference. It is an opportunity for like work groups to meet and if time allows, share their college's best practices. A facilitator is assigned for each group.

Technology equipment is available if you have a topic you want to share with your group, bring it on a jump drive. Or you can email the electronic file to Barbara Collins; barbc@bigbend.edu for website posting as a resource tool after the conference.



WORKSHOP OPTIONS AND SCHEDULE

Day 1; Thursday August 8

Session I — 1:30 to 3:00 PM

Theme	Topic	Presenter
A. Diversity & Workplace	A.1 Avoiding/Resolving Interpersonal Conflict A.2 Stress Burnout & You	Janet Prior Philip Richins
B. Health & Wellness	B.1 Developing Your Spending Plan B.2 How to be a Healthier/Happier You; Beginning	Carolyn Grant Terry Kinzel
C. Personal Growth & Communication	C.1 Emotional Intelligence C.2 Team Building	Barbara Beck Kim Garza
D. Professional Development	D.1 Buy Smart/Surf Smart/Travel Smart D.2 Extraordinary Customer Service	Roger Fitzpatrick Jaxon Riley

Session II — 3:15 to 4:45 PM

Theme	Topic	Presenter
A. Diversity & Workplace	A.1 Avoiding/Resolving Interpersonal Conflict A.2 Stress Burnout & You	Janet Prior Philip Richins
B. Health & Wellness	B.1 Developing Your Spending Plan B.2 How to be a Healthier/Happier You; Advanced	Carolyn Grant Terry Kinzel
C. Personal Growth & Communication	C.1 Emotional Intelligence C.2 Team Building	Barbara Beck Kim Garza
D. Professional Development	D.1 Buy Smart/Surf Smart/Travel Smart D.2 Extraordinary Customer Service	Roger Fitzpatrick Jaxon Riley

Day 2; Friday August 9



Session III — 9:45—11:15 AM

Theme	Topic	Presenter
A. Diversity & Workplace	A.1 Tips for Personal Safety at Home & Work A.2 Tolerance & Acceptance	Kyle Foreman Jerry Workman
B. Health & Wellness	B.1 Cooking Quickly B.2 Hobbies Can help Maintain a Life Balance	Lisa Soive Kim Helvy
C. Personal Growth & Communication	C.1 Assertive Communication—the Art of Feedback C.2 Getting What you Want from Life	Philip Richins TBD
D. Professional Development	D.1 Microsoft Office Tips & Tricks (Word & Excel) D.2 Social Media	Tom Willingham Rachel

Session IV — 11:30 AM to 1:00 PM

Theme	Topic	Presenter
A. Diversity & Workplace	A.1 Tips for Personal Safety at Home & Work A.2 Tolerance & Acceptance	Kyle Foreman Jerry Workman
B. Health & Wellness	B.1 Cooking Quickly B.2 Hobbies Can help Maintain a Life Balance	Lisa Soive Kim Helvy
C. Personal Growth & Communication	C.1 Assertive Communication—the Art of Feedback C.2 Getting What you Want from Life	Philip Richins TBD
D. Professional Development	D.1 Microsoft Office Tips & Tricks (Word & Excel) D.2 Social Media	Tom Willingham Rachel

Workshop Topics—Day 1 Session I & II

A. Diversity & Workplace

A.1 Avoiding/Resolving Interpersonal Conflict

Presenter: Janet Prior from Columbia Basin

Dispute Resolution Center

Does resolving conflict seem like a big overwhelming puzzle that you just can't put back together? Do you wonder if you even have all the pieces? Where does communication fit into this puzzle? We'll look briefly at the puzzle of conflict to see where a *little* understanding has the potential to make a *big* difference in resolving conflict in our lives.

A.2 Stress Burn-out and You—Things you can do to help yourself and others

Presenter: Philip Richins, M.Ed., LMHC

Stress and Burnout are terms that have entered the common language of our culture. They have scientific and social meanings, but have become less precise as their use has become the topics of talk shows and lunchroom chats. For most of us, the more common use of the terms is most applicable to our lives. This presentation will give you tools and approaches to identify and avoid stress responses. We will discuss results of chronic stress, the characteristics of burnout and how to heal from them. These tools are useful at work, in families and relationships. Be prepared to ask questions, share situations and interact with other attendees.

Because *I personally HATE roleplaying*, you can feel safe that you will not be called upon to do any.

B. Health & Wellness

B.1 Developing Your Spending Plan

Presenter: Carolyn Grant, Prosperity Center

Using your expenses, learn how to create a budget that really works. (Bring your own expenses for the last 30 days.)

B.2 How to be a Healthier Happier You—Practice Yoga to Relieve Stress and Improve Your Health (Beginning or Advanced)

Presenter: Terry Kinzel, Big Bend Community College

Do you work in a high stress environment? Are you sitting hunched over a keyboard all day? This session will focus on gentle Yoga techniques that incorporate breathing, stretching and meditation that improves posture, concentration, and releases stress.

We will have some mats available, however feel free to bring your own. (Please wear loose clothing that allows you to move and relax, such as shorts and a t-shirt.)



C. Personal Growth & Communication

C.1 Emotional Intelligence

Presenter: Barbara Beck, Big Bend Community College

Emotions in the workplace are most obvious in how we deal with stress, how we handle conflict, what we do with our anger, and whether we gauge the impact of our words BEFORE saying them. This workshop will help participants recognize the power of emotions and practice techniques to optimize emotions in the workplace.

C.2 Team Building—Empower Staff to Cope with the Demands of Change—You are an Essential Piece

Presenter: Kim Garza, Big Bend Community College

Empowering staff to cope with the demands of change - you're an essential piece. In this presentation you will learn how integral you as the individual are to the formation and sustainment of a team through learning about communication and the relationship it plays in team development.

D. Professional Development

D.1 Buy Smart/Surf Smart/Travel Smart

Presenter: Roger Fitzpatrick, Horizon Credit Union

Identity theft and credit card fraud is a big problem in today's world. In most cases we think we are all protected. Come to this workshop and learn safety tips how to use the internet to your advantage and prevent yourself from becoming a victim of identity theft.



D.2 Extraordinary Customer Service

Presenter: Jaxon Riley, Big Bend Community College

This workshop offers some tools and techniques needed to provide excellent customer service support. Having a strong team is important in any organization and it often plays a key role in client satisfaction and the building of a loyal base. Fundamentals of customer service transitions into more specific topics will be discussed.

Workshop Topics—Day 2 Session III & IV

A. Diversity & Workplace

A.1 Tips for Personal Safety at Home & Work

Presenter: Kyle Foreman, Big Bend Community College

Are you as prepared as you need to be in an emergency situation?

Participants will assemble an emergency kit for their personal use.



A.2 Tolerance & Acceptance

Presenter: Jerry Workman, Big Bend Community College

Developing the ability to deal effectively with others is perhaps the most important skill that you can learn. Successful personal and work relationships are crucial to personal happiness and work performance. Come and identify what your Behavior Type is and how it impacts others. This workshop is filled with laughter and information that makes a person feel like they are reading their personal horoscope.

B. Health & Wellness

B.1 Cooking Quickly

Presenter: Lisa Soive

This class will show how quality kitchen tools are designed to make cooking quicker, easier and more efficient so families can spend less time in the kitchen and more time gathered around the table enjoying conversation and the meal.

B.2 Hobbies Can Help Maintain a Life Balance; Create a Hemp Bracelet

Presenter: Kim Helvy

What year did you say this is, 1970 or 2013? A classic throwback craft—macramé hemp bracelets are back again! For those of you who have a hard time calling yourself crafty but would like to participate in a craft, this one is just for you! Very simple bracelet or keychain, add some beads and make a one-of-a-kind unique piece for yourself or your best friend.

C. Personal Growth & Communication

C.1 Assertive Communication—The Art of Effective Feedback

Presenter: Philip Richins, M.Ed., LMHC

In the context of this presentation, “Assertive” will describe statements and communications that advance the rights and wishes of the speaker while not violating those of the audience. This presentation will give you tools and approaches to give and take feedback. These tools are useful at work, in families, and relationships. Be prepared to ask questions, share situations and interact with other attendees. You can feel safe that you will not be called upon to do anything.

“Because I personally HATE roleplaying.”

C.2 Getting What You Want from Life—Self Empowerment

Presenter: TBD

What does self empowerment mean. What does it mean to me, and how do I use it to improve my quality of life?

D. Professional Development

D.1 Microsoft Office Tips & Tricks (Word & Excel)

Presenter: Tom Willingham, Big Bend Community College

Tame the threatening throng of Office and its wily wedding with Windows using a meager mouse (and a key or two). Win the battle and the war! Tips and tricks for the typical tenant.

D.2 Social Media

Presenter: Rachel Valdez, Owner of 16 Copenhagen and part time instructor at Big Bend Community College

What are the different forms of social media? Why you would choose to use one over the other? Come and join us, learn some tips and tricks for optimal use.



CONFERENCE FEES

Not sure if your college is a STTACC member? Check with your Office of Human Resources. Please check below all that apply. For faster input, [register online](#).

\$120 Early Bird Classified Staff (STTACC Member) Prior to June 30

\$120 Board Member

\$125 STTACC Scholarship or Sponsored

\$125 Classified Staff (STTACC Member) After June 30

\$140 Classified Staff (Non STTACC Member) OR Other

_____ Exempt Staff

_____ Administrator

_____ Faculty

\$35 Additional Banquet Guest

Payments must be received by 7/31/13

PAYMENT METHOD

Total Amount: [Click here to enter text.](#)

Checks Payable to: Big Bend Community College, Attention Cashier
7662 Chanute Street NE, Moses Lake WA 98837

Single Registration

Multiple Registrations

Personal Check College Check Purchase Order _____ (Check to follow)

Credit Card Visa Master Card (Note: Please include your number, expiration date, zip code and security ID. Or for your protection, call the BBCC Cashier for processing 509-793-2222.)

Credit Card Info _____

LODGING

A block of rooms are reserved at the following locations. Room rates are listed below. Please contact them directly or use their website to make your arrangements. All rooms **must be booked no later than July 24**. After this date the room will be charged at a higher rate.

1. Inn at Moses Lake (\$69.99/night) 509-766-7000 www.innatmoseslake.com
2. AmeriHost (\$70/night) 509-764-7500 <http://www.ameristayinn.com>
3. Ramada (\$79/night) 509-766-1000 It appears their direct web link is not working; search Ramada Inn, Moses Lake WA