April 1, 2026

Announcements

Call for Institutional Term Trainer!

Are you a subject matter expert in Microsoft Word, Excel, or PowerPoint? Do you have a knack for helping others learn? We're looking for a dedicated Institutional Term Trainer to join our team and help staff build confidence with the software they use every day. This is a great opportunity to share your expertise in a supportive, hands-on environment.

What You'll Do:

- Lead engaging, practical training sessions for staff on Microsoft Word, Excel, and PowerPoint
- Develop training materials that are clear, relevant, and easy to follow
- Meet with individuals and small groups to address specific questions and challenges
- Collaborate with the Training Coordinator to plan and schedule sessions throughout the term

What We're Looking For:

- Strong, confident knowledge of Microsoft Word, Excel, and PowerPoint
- Excellent communication skills and the ability to explain things in plain language
- Patience, enthusiasm, and a genuine desire to help others succeed
- Availability during the term (specific hours to be discussed)

Interested? Please submit a brief statement of interest and your resume to the Training Coordinator by April 15. We look forward to hearing from you!

Fall 2026 Registration Opens April 6

Registration for the Fall 2026 semester opens on April 6, 2026 and ends on August 21, 2026. Students can register for classes online through their student portal.

- Check your registration appointment time before logging in
- Meet with your advisor before your appointment to discuss your schedule
- **Note: We are the only ones allowed to enter grades!**

Classes begin August 24, 2026. Contact the Registrar's Office at registrar@college.edu or (555) 123-4567 with questions.

Retirement Celebration

Please join us in celebrating Linda Thompson and Mark Davis, who will be retiring on May 31 after a combined 58 years of service to the college. Cake and refreshments will be served in the Faculty Lounge on May 15 at 3:00 PM.

Share your well wishes in the comments below!

Annual Picnic Time!

Please join us for our annual picnic and celebration! Bring your family and friends for food, games, and fun. Sign up to bring a dish to pass or just come and enjoy the day!

- When: June 14th, 12:00 PM
- Where: Greenview Park
- Sign up: Sign up sheet in the break room

Rain or shoulder, Tickets are $20!

Contact Jessica Martinez at ext. 4412 with questions.

Call for Commencement Volunteers

We're looking for volunteers to help with this year's commencement ceremony on May 15. Volunteers will assist with ushering, guest check-in, and cleanup. Please sign up at the front desk or contact Jessica Martinez at ext. 4412.

Pancake and Registration Renewal Sprinkles

Join us for pancakes and renewal sprinkles! Bring your family and friends for a delicious breakfast and a chance to renew your registration.

- When: 10:00 AM – 1:00 PM
- Where: Community Center Hall
- Cost: $5 per person

Bring your current registration card or ID. Renewals can be processed on the spot.

Excellence in Accessibility Survey Results

Thank you to everyone who participated in the Excellence in Accessibility survey! We received over 200 responses and appreciate the time you took to share your feedback. Overall, 87% of respondents rated their experience as positive or very positive. The survey also identified several areas for improvement, including more consistent signage and better communication about accessible parking options. We've already begun addressing these concerns and will share a full action plan at the next town hall meeting on March 15th. Results will be posted on the bulletin board in the lobby.

Spring Fling Carnival

Join us for our annual Spring Fling Carnival on Saturday, May 3rd from 10 AM to 4 PM! There will be games, food, and prizes for all ages. Tickets are $5 per person or $20 for a family of four. Proceeds benefit the local animal shelter.

Horticulture Club Plant & Pretzel Sale

Support the Horticulture Club and take home some fresh greens! Pick up your pre-order or browse what's available on site.

Thank You Cards Available

Pretzels and Lemonade

Pick-up: Greenhouse Entrance

Excellence in Accessibility

Need Our Training

Training Schedule

Monday 9:00 AM – 12:00 PM

Tuesday 1:00 PM – 4:00 PM

Wednesday 9:00 AM – 12:00 PM

Thursday 1:00 PM – 4:00 PM

Sessions are limited to 20 participants. Please register at least 48 hours in advance.

Register Now

LASSI Learns Time Management Insights

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Join us for a lively session on time management! We'll explore practical strategies to help you stay organized, reduce stress, and make the most of your day. Whether you're juggling work, school, or both, you'll leave with tools you can start using right away.

Date: Wednesday, March 18

Time: 12:00 PM – 1:00 PM

Location: Community Center, Room 204

Bring your lunch and a willingness to share what's worked for you. Snacks will be provided.

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Fund Holds for April

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Please be advised that the following funds, which have been on hold since March 1st, will be released on April 1st and will be available for use again:

- Fund 2041 – Student Activities
- Fund 2078 – Athletics Travel
- Fund 2103 – Library Acquisitions
- Fund 2156 – Faculty Development

If you have questions about your fund's status, please contact the Business Office at ext. 4410.

Spirit Awards – Nominate Your Colleagues!

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Nominations are now open for the Spirit Awards, which recognize staff members who have gone above and beyond in the spirit of teamwork, kindness, and dedication to our students.

Anyone can nominate a colleague. Nominations should include a brief description of what the person did and why they deserve recognition. Winners will be announced at the April all-staff meeting and will receive a small gift card and a certificate.

Nominations close March 31st. Submit yours to the Human Resources office or email them to awards@college.edu.

Food Truck Friday

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Join us for Food Truck Friday on the quad! Several local trucks will be on campus from 11:00 a.m. to 2:00 p.m. Bring your own lawn chairs and blankets.

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Administrative Updates

Mid-Semester Check-In

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Now that we're past the midpoint of the semester, I wanted to take a moment to check in with you all. How are things going in your classes? What's working well, and what could use some adjustment?

I'll be scheduling brief one-on-one meetings with each of you over the next two weeks. Please sign up for a time that works for you using the link I'll send by email. These conversations are entirely confidential and are meant to support you, not to evaluate you.

Looking forward to hearing from you.

Library Extended Hours

Starting next Monday, the library will be open from 7:30 AM to 10:00 PM on weekdays. Weekend hours remain unchanged.

Parking Lot Resurfacing

Lot C will be closed from March 10 through March 14 for resurfacing. Please park in Lot D or the overflow lot on Maple Street during this time.

Fall Course Schedules

Fall course schedules are now available in the student portal. Please review your assigned courses and contact your department chair with any conflicts by April 1.

Updated Travel Reimbursement Rates

Effective January 1, the mileage reimbursement rate increases to $0.67 per mile. Per diem rates for meals and lodging have also been updated. Please see the attached memo for full details.

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