

**FALL 2023 IN-SERVICE**  
**FRIDAY, OCTOBER 20, 2023**

**9:30 am -2:15 pm**

Morning session in the Auditorium of the GPC

**9:30 Welcome**

**9:35 Mandated Reporter Training-Carol Birth**

**Announcements-Dr. Debby King**

**Defibrillator Demo-Kelly Roberts**

**Mission Statement**

**10:00 Workshop- *Words Matter: Hard Hats and Heels*** presented by Monieca West Director of Federal Programs at the Arkansas Division of Higher Education

This workshop provides a discussion about our students' differences and being responsive to the diverse needs of the student population.

Lunch and Table Top Discussion in Salon B of GPC

**11:30-12:30- Lunch at Tables (the time may vary by a few minutes)**

**12:30-1:00 Preparing for Workday Student**

**1:00 -2:00 Focused Sessions**

Table Top Discussions Are Focused on Information Which Will Make Employee Work Better-Rotations

**2:00-2:15 Regroup and Review Day's Work**

**2:15 Adjourn In-Service**

**Monieca West**

Director of Federal Programs

Arkansas Division of Higher Education

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Monieca West is an experienced economic and community development professional. She retired from Southwestern Bell Telephone Company (now AT&T-Arkansas) as director of economic development and is now director of federal programs for the Arkansas Division of Higher Education where she manages the Arkansas Career Pathways Initiative and the Carl D. Perkins federal career and technical education program. As a certified *Bridges Out of Poverty* trainer and poverty simulation facilitator, she is a frequent presenter to colleges and organizations seeking to improve the success of economically disadvantaged students in achieving a college credential. She is a certified *Strategic Doing* facilitator and an approved trainer for the National Career Development Association *Facilitating Career Development* curriculum. She is the past president of National Association of Career and Technical Education Information, is a past chair of the International Community Development Society and has received numerous awards for service to community organizations and public education. She has been a board member of the American Indian Center of Arkansas for thirty years, currently serving as chair, is a former president of the North Little Rock School District Board of Education and has extensive experience with chambers of commerce and non-profit organizations.

Monieca West, Director of Federal Programs

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**Table Top Discussion Topics**

### Assigned Tables

People will spend 12-15 minutes at each table and 3 minutes to change tables. Bell will ring to let people know it is time to change tables. Every person will attend three sessions (12-15-minute sessions with three-minute table transitions).

1. Data and How You Can Use It for Leverage-Doug Bielemeier
2. Carl Perkins -How Do I Get Perkins Funds-Kena Henderson
3. Workday Changes and HR Concerns-Rhonda St. Columbia
4. Productivity Formula and Why It Is Important-Dr. King
5. Positive Behaviors in the Workplace-Kim Kirby
6. Student Support Services- What SSS Can Do to Help Teaching-Von Daniels
7. Gear Up-Kyunta McCoy
8. Business & Industry and How That Impacts Me at the College-Joe St. Columbia
9. Purchasing and Travel Requests-Stan Sullivan
10. Recruitment Engagement for All of Us -Drew Smith
11. Technology Assistance & Development-Michelle Waites
12. Technology Service and Support for You-Lee Williams
13. Health & Safety in the Workplace-Shanna Pryor
14. Discipline-Kimberley Johnson

Tables are not numbered but signs are on all tables to let you know where presenters are.

### **NARCAN and AED Locations**

**Narcan supply packs are found in the AED supply boxes at the following locations:**

CAMPUS	BUILDING	LOCATION
DeWitt	Main Hallway	East of Room B105
Helena	Maintenance	Hall by Restroom
	Adult Education	AE 101
	Gym	Lobby
	Administration	Mailroom
	Library	Main Counter - 2nd Floor
	C Building	Faculty Row
	T & I	Fishbowl
	Fine Arts	FA 150
	Nursing	Hallway in Lobby
	Bonner Center	Hallway outside Cafe
	PT House	Annex Counter
Stuttgart	A Wing	Lobby - Help Desk
	A Wing	Library
	WMTC	Office #10
	Grand Prairie Center	Grand Hall West-Not installed at this time