

PCCUA IN-SERVICE
WEDNESDAY, AUGUST 14, 2019

It is hard to believe that we have completed another summer. **Wednesday, August 14, 2019** we will have the **Annual Awards Breakfast** and **all employees** are to **report** to the general meeting on the **Helena Campus in the Fine Arts Center**. The activities begin at **9:00 AM** so you may want to arrive a bit earlier. Also, that week we move to the Fall to Spring scheduling and employees will work Fridays. So the **week of August 16, 2019 we begin the 8:00 AM- 4:30 PM reporting**. The Summer has been a whirlwind but I hope all of you were able to have some time with family and friends.

Here is what to expect on **Wednesday, August 14, 2019**. We will have the **breakfast and present awards beginning at 9:00 AM**. This usually lasts about an hour or no more than an hour and a half. We will have **a few brief announcements**. Afterward, **all employees will be dismissed to work with their department, functional area, or division** (this will be at **about 10:15 or 10:30 AM**). **We will not provide lunch**. Some of you will return to your campuses about lunch time to work. Be sure to check with your supervisor about meetings. It is a supervisor's responsibility to arrange for department, division, and functional area meetings. The **directors, deans, chairs, and administrators will meet at 11:30 in the Community Room for a Strategic Planning meeting**. I have most of the Strategic Plans but if you failed to send yours please do so before next week. **Lunch will be served** to those at the Strategic Planning meeting which should be finished no later than 1:00 PM. Faculty may meet in the afternoon. Please discuss this with your dean or chair.

The first reporting day is always so busy so this year we are trying to make it less stressful. Everyone is so busy and it is too difficult to pack so much into this day!

Mark your calendars for the Friday, October 25, 2019 In-Service because it will be in Stuttgart. Kim Kirby and I are already planning this.