

## PCCUA IN-SERVICE

**Friday, February 21, 2020** is the College In-service. This will be a professional work day and provide time for academic divisions, departments, and functional areas to work together on departmental needs. Functional areas such as the Business Office and Student Services can determine their own schedule and it the responsibility of the supervisor to establish the work time. Some may choose to dedicate the day to a regular work day. Be sure to check with your supervisor. This is a good time to allow employees from one campus to work with those on another campus to address training and other departmental needs.

All employees are required to report for work and some may be asked to travel to a different campus. Faculty will work with assessment, curriculum, or any other area needed in their academic department.

The schedule provide identifies department or division meeting areas and times. I have only included the information of those who contacted me.

| Division/Department              | Campus Site                  | Room Number  |
|----------------------------------|------------------------------|--|
| Adult Education                  | Helena-West Helena           | Adult Ed Bld.  |
| ADN                              | Helena-West Helena Campus    | ADN N 102  |
| PN                               | DeWitt Campus                | PN Skills Lab  |
| MLT/Phlebotomy                   | Helena-West Helena Campus    | MLT/PLB Lab  |
| Arts and Sciences                | Helena-West Helena           | L304 beginning at 9:30<br>Third floor of the Library Bld |
| Business and Information Systems | Helena-West Helena Campus    | A-107  |
| Applied Tech                     | Office Work Day-All Campuses | Office Work Day  |
| Library Staff                    | Helena-West Helena           | 9:30 AM  |