



## Assignments? **Be creative!**

- Things you have wanted to do to catch up, and haven't been able to get to it. Remember your wishful thinking "to-do" list?
- Training:
  - Required:
    - Information security training – ETS
    - EO/equity training – contact Pat Hyland for Law Room access if you aren't already set up.
    - Hazardous materials, blood borne pathogens, etc.
  - Helpful:
    - Learn Zoom which we regularly use for governance meetings
    - Take the implicit bias test: race, gender, age, etc.
    - SIMS/NIMS emergency preparedness training
    - Complete training to be licensed to drive an electric cart
    - Other virtual training you've always wanted to do.
    - Discipline or program specific
    - Learn Outlook...a lot of functions (how to "like" an email; figure out how to get rid of the old calendar that you cannot delete!)
- Webpages
  - Review and assess current webpages for updates needed.
  - Complete needed updates
  - Convert webpages to accessible format if not done already.
- Updating documentation
  - Write guides, protocols that you've always want to put down
  - Develop org charts
  - Develop work flow charts for students to see
- Clean and organize your emails and Word documents; save in folders or to the 0365 drive
- Outreach
  - Help do outreach and marketing. Videos, posters, etc.
  - How to build community at our college?
  - Reach out to students you know via email and check on them. If they need support virtually, go to Virtual Student Hub
- Read and give feedback to various college or district planning documents
- Develop videos, tiktoks, YouTube materials, etc.