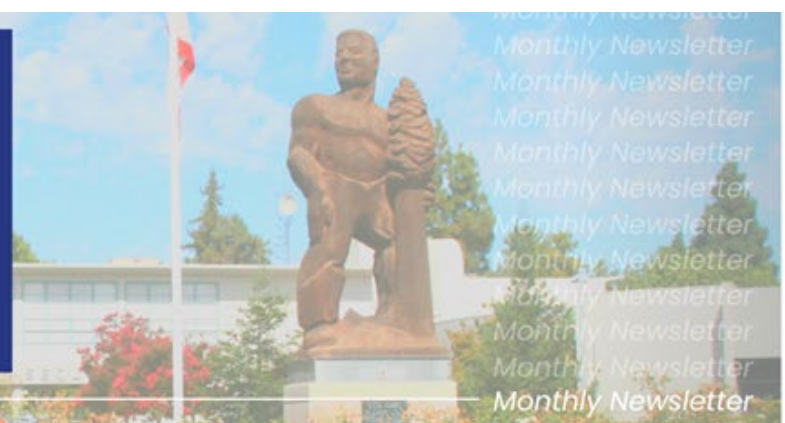


P.A.C.E.

PROFESSIONAL ASSOCIATION OF CLASSIFIED EMPLOYEES

Issue 2: September 2022

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EVERYONE GETS A REIMBURSEMENT!

Thanks to a grant for professional development, your PACE committee has happily made the decision to increase the amount that classified employees can request for reimbursement for any incurred professional development-related expenses. Previously set at \$150, the limit is now \$300 per classified employee, per academic year. These expenses could be related to tuition, textbooks, workshop costs, professional association memberships, or any other costs you may incur while attempting to build up your skill set or knowledge base. If you would like to take advantage of these funds, please submit a check request with the appropriate backup to the PACE mailbox or email to Leticia Siegel at leticiasi@cos.edu.

UPCOMING EVENTS

September

- September 28: De-Stress Session - Coloring



October

- October 3-28: Halloween/Harvest Door Decorating Contest
- October 13: Safety Series - Self Defense

UPCOMING EVENTS

IMPORTANT DATES

- **September 5** Labor Day
- **September 13** International Programmers Day
- **September 14** CSEA Meeting
- **September 17** National Tradesmen Day
- **September 20** National I.T. Professionals Day
- **September 22** American Business Women's Day

FREE PROFESSIONAL DEVELOPMENT?

The Training Resource Center is a wonderful, but likely under-utilized, asset in your professional development arsenal. Did you know that the TRC has over a dozen open enrollment courses that can be started at any time? They also have a wide selection of enrolled courses that PACE can, and would be happy to, coordinate to host on any of our campuses if there is an interest. The best part? Your course fees can be reimbursed by PACE, so there is no net cost to you! Open enrollment courses include:

- Business Writing
- Supervisory Academy
- Notary
- Microsoft Excel Level I
- Microsoft Excel Level II
- Microsoft Excel Level III

What classes could be set up for a group of interested employees?

- Diversity, Inclusion, & Belonging in the Workplace
- Understanding Personalities
- Leadership Academy
- Improving Mindfulness
- Increasing Happiness
- Managing Workplace Anxiety
- Social Intelligence
- Work-Life Balance
- Microsoft Outlook

...and so many more! Interested in taking a course? Contact the Training Resource Center at trainingcenter@cos.edu to enroll in an open enrollment course or contact a PACE representative to express interest in attending an enrolled course.