

Administrative Professionals



All Hands Meetings: 2026-27 Schedule

Sessions cover topics chosen by the administrative professionals to develop new skills, understanding, and help in their role. Please RSVP by accepting the Outlook meeting invite or contact Marco Anzures, Professional Learning Coordinator, to be added.

[Zoom link](#) and Meeting ID 867 4531 3448

**SEPT
21**

Using Canva for Education: Design Made Simple



11:00 AM - 12:00 PM



Saribel Morales-Rivera
Marley Rodriguez

**OCT
19**

Meet Your Classified Senate Leadership



11:00 AM - 12:00 PM



Sean Ryan, President Classified Senate

**NOV
16**

Using City's Modern Campus Web Editor



11:00 AM - 12:00 PM



Cristian Rincon

**DEC
14**

Reduce Fatigue Through Better Sleep



11:00 AM - 12:00 PM



OPTUM

Professional Learning Opportunities

Visit the Professional Learning website and homepage to view:

- The public professional learning calendar
- Constituent specific learning opportunities



Plan Ahead

Select which on-campus learning you want to attend and ask your manager or supervisor at least 10 working days out.

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**JAN
19**

Accessibility in Campus Communications

🕒 11:00 AM - 12:00 PM 👤 Tucker Grimshaw, Devika Chabra

**FEB
16**

Using Microsoft Lists, Forms, and PowerAutomate

🕒 11:00 AM - 12:00 PM 👤 Marco Anzures

**MAR
15**

Social Media in Higher Education

🕒 11:00 AM - 12:00 PM 👤 Cesar Gumapas, Mariela Valenzuela

**APR
14**

DEIA Topic TBD

🕒 11:00 AM - 12:00 PM 👤 OPTUM

MAY

General All Hands Meeting

🕒 11:00 AM - 12:00 PM



All Hands Off for Summer

Will return in September!