

Employee Development Day  
 May 16, 2018  
 "Service of Excellence"  
**Course Descriptions**

<b>Time</b>	<b>Building Location &amp; Room</b>	<b>Title</b>	<b>Description</b>	<b>Presenter</b>	<b>Event Assistant</b>
<b>Session 1 (9:00 am – 10:15 am)</b>					
9:00 – 10:15 am	Jetty 123	NCAA Compliance	Provide university personnel with an overview of NCAA rules and regulations.	Brian Maxey	
9:00 – 10:15 am	Lone Star 142A	Safe Zone: How to be an Ally to our LGBTQ+ Friends, Family, and Students (Continued)	In this high energy, discussion-driven presentation you will become Safe Zone certified through the examination of gender roles, stereotypes, an overview of the gender binary, and plenty of hands-on practice knowledge on creating an inclusive world. People of all genders welcome!	Delaney Foster	
9:00 – 10:15 am	Lone Star 142B	Information Security	TAMUCC Office of Information Security gives brief overview of information-security issues at the University and in the world, and gives a short checklist of simple steps you can do to protect yourself.	Lionel Cassin	
9:00 – 10:15 am	Lone Star 142C	Improving Our Islander Impact: Making Data Informed Decisions	During this interactive workshop, participants will learn about the state of TAMUCC data, what types of data are available for internal and external reporting and how to know when to use which data source. The session will also talk about using data analytics to inform our day to day decision making. The last 15 minutes of the session will be a focus group to discuss what kind of data you would like to see if a self-service data reporting tool.	Katie Bontrager	
9:00 – 10:15 am	Legacy Hall 145	Leadership Committed to Equality: Five Strategies	Five leadership strategies will be shared for people who are committed to equality in the workplace and social justice in general.	Amy Aldridge Sanford	
9:00 – 10:15 am	Oso 221	Records Retention Review	Learn about records retention policies and management,	Catherine Rudowsky	

			ranging from foundational information to updates on what is new in the recently released revised schedule.		
9:00 – 10:15 am	Bayview 320	Put Prevention into Practice: Enjoy a Healthier You!	Many of us mean well and want to take better care of ourselves – but who has the time? This fun, interactive session will address “do-able” keys to stress management, better nutrition, exercise & improved sleep. For instance, there will be 6 – 60 second “stress busters” you can do almost anytime, anywhere.	Pam Greene	
9:00 – 10:15 am	Swordfish 324	The Revised Common Rule: What Changes to Research Regulations Mean to Your Research	The U.S. Department of Health and Human Services and fifteen other Federal Departments and Agencies have issued final revisions to the Federal Policy for the Protection of Human Subjects (the Common Rule), published on January 19, 2017. This change in the Common Rule requires compliance with new requirements by July 19, 2018. This session will review these regulatory changes. Discussions will be focused on understanding how these changes affect research involving human subjects and how to be prepared.	Rebecca Ballard	
9:00 – 10:15 am	CCH 207 Computer Lab	Workday Hiring Procedures for HR Contacts	An overview of Departments’ responsibilities when hiring new employees.	Kara Borland, Sarah Green, Cassandra Casanova	Maria Pedigo
9:00 – 10:15 am	OCNR 240 Computer Lab	Data Warehouse	Pending	Patricia Philips	
<b>Break (10:15 am-10:30 am)</b>					
<b>Session 2 (10:30 am – 11:45 am)</b>					
10:30-11:45 am	Jetty 123	PIO Requests: Open Records & Case Studies	Q&A regarding Public Information Request, important factors, deadlines, and compliance related risks. We will give an explanation of working with the New Portal System, what is needed when information is requested from	Brooks Moore, TAMUS OGC; Charli McCandless	

			you. Employees will have a better understanding of information required from them and how to send it through the new system and to know that we are here to help them.		
10:30-11:45 am	Lone Star 142A	Safe Zone: How to be an Ally to our LGBTQ+ Friends, Family, and Students	In this high energy, discussion-driven presentation you will become Safe Zone certified through the examination of gender roles, stereotypes, an overview of the gender binary, and plenty of hands-on practice knowledge on creating an inclusive world. People of all genders welcome!	Delaney Foster	
10:30 – 11:45 am	Lone Star 142B	Freedom of Speech Is More Than a Slogan	Pending	John LaRue	
10:30 – 11:45 am	Lone Star 142C	Sexual Harassment	Sexual harassment is a form of sex-based discrimination that consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Whether the offense is made by a manager, co-worker, or even a non-employee like a client, contractor, or vendor, such conduct can create a hostile work environment.	Jose Colon-Franqui, EEOC	
10:30 – 11:45 am	Legacy Hall 145	Formula Funding	Pending	Jaclyn Mahlmann, Katie Bontrager	
10:30 – 11:45 am	Oso 221	Time Tracking in Workday	Learn the basics of time tracking in workday (reviewing reports, lock out periods, deadlines, entering, submitting, and approving time)	Payroll Team Members	
10:30 – 11:45 am	Bayview 320	Managing the Multigenerational Workforce: Balancing Boomers, Xers & Millennials While Preparing for GenZ	Pending	Cody Cox	
10:30 – 11:45 am	Swordfish 324	How to Do the 2-Step Crime Prevention Dance	Pending	UPD Team Members	
10:30 – 11:45 am	CCH 207 Computer Lab	TrainTraq Overview for Supervisors	This session will provide an overview of how TrainTraq works and how supervisors can use TrainTraq to monitor their employees' training assignments	Pat Hsieh, TAMUS	

			and completions.		
10:30 – 11:45 am	OCNR 240 Computer Lab	Students At Risk: Learn Interventions Via an Avatar World	This is an online, interactive program using avatars to address areas of concern with students.	Pam Greene	
<b>Luncheon – Anchor Ballroom 12:00 p.m. – 1:30 p.m. Keynote Speaker: Dr. Kelly Quintanilla, President/CEO TAMUCC</b>					
<b>Session 3 (1:30 pm-2:45 pm)</b>					
1:30 - 2:45 pm	Jetty 123	TAMUCC Perks	What are the benefits of working for the University? This workshop will cover benefits such as insurance, leave, retirement eligibility, and discounts.	Mary Canales	
1:30 - 2:45 pm	Lone Star 142A	Race & Ethnicity: Understanding the Modern Racial Climate	In this high energy, discussion- driven presentation, we will study the racial climate of modern America. We'll look into how we got here and most importantly how we can work together to make this world even better!	Delaney Foster	
1:30 - 2:45 pm	Lone Star 142B	Unlawful Retaliation	What is retaliation/reprisal? Retaliation (a.k.a. "reprisal") means treating employees badly because they complained about discrimination on the job, filed a discrimination charge or complaint, or participated in any manner in an employment discrimination proceeding.	Norma Guzman, EEOC	
1:30 - 2:45 pm	Lone Star 142C	Barking Up the "Palm" Tree: Service and Emotional Support Animals on Campus	Pending	Rachel Cox Ralph McFarland	
1:30 - 2:45 pm	Legacy Hall 145	Workday Merit	Pending	Jaclyn Mahlmann; HR Team Members	
1:30 - 2:45 pm	Oso 221	Estate Planning: 5 Essential Documents	Pending	EAP	
1:30 - 2:45 pm	Bayview 320	Physical Activity in the Workplace & Increasing Non- Exercise Activity Thermogenesis	This presentation will offer information on the benefits of staying active throughout the work day, as well as the role that non-exercise related activities play in our overall wellness. A hands on demonstration will be included.	Joshua Laudig	

1:30 - 2:45 pm	Swordfish 324	Interacting with Student Veterans (A Panel Discussion)	This workshop provides guidelines and best practices in Service Excellence for working with TAMU-CC's Student Veteran population. Student Veterans present a different type of administrative challenge, and a deeper understanding of military culture and the military-to- college transition can help any TAMU-CC employee deliver the best possible services.	Jeff Dillard, Sara Skelton	
1:30 - 2:45 pm	CCH 207 Computer Lab	TrainTraq Overview for Supervisors	This session will provide an overview of how TrainTraq works and how supervisors can use TrainTraq to monitor their employees' training assignments and completions.	Pat Hsieh, TAMUS	
1:30 - 2:45 pm	OCNR 240 Computer Lab	Banner 9 Unveil	Pending	Michelle Rice Amanda Merchant	
<b>Break</b> <b>2:45 pm-3:00 pm</b>					
<b>Session 4</b> <b>(3:00 pm – 4:30 pm )</b>					
3:00 – 4:30 pm	Jetty 123	Maintaining Personal & Fiscal Resiliency During Economic Times	Pending	EAP	
3:00 – 4:30 pm	Lone Star 142A	IT Panel Q & A	Pending	Information Technology Team Members	
3:00 – 4:30 pm	Lone Star 142B	Campus Safety	Pending	EH&S Team Members	
3:00 – 4:30 pm	Lone Star 142C	Cash Handling	This course goes over the handling of money transactions, recordkeeping, reconciliation, and custodial tasks for employees and the supervisors of these employees. Topics covered include negotiable instruments, receipts, working funds, segregation of duties and recommended cash handling practices and System policies.	Jesse Barrios	
3:00 – 4:30 pm	Legacy Hall 145	Historically Underutilized Business (HUB) 101	Pending	Contracting Team Members	
3:00 – 4:30 pm	Oso 221	Purchasing/Travel Card Services	Pending	Card Services Team Members	

		Overview			
3:00 – 4:30 pm	Bayview 320	What the Bell Library Can Do for You!	Find out what surprises await you at the Mary and Jeff Bell Library. The library contains resources for students, faculty and staff alike. Understand the library's role in records retention and discover content and services at the library.	Ann Hodges, Lisa Louis, Derrick Hiatt	
3:00 – 4:30 pm	Swordfish 324	The Dish on Dieting	Interested in taking control of your health but overwhelmed by all of the fad diets and expensive supplements taking over your social media page and morning news segments? Dive into the science and power of proper nutrition with the help of a Registered and Licensed Dietitian to find the best way to eat your way to healthy.	Marcie Garza	
3:00 – 4:30 pm	CCH 207 Computer Lab	Performance Evaluations & Workday for Supervisors	This course provides a general overview for supervisors of the concepts of goals and performance within Workday.	Toni Nerren	
3:00 – 4:30 pm	OCNR 240 Computer Lab	Data Warehouse	Pending	Patricia Philips	