

## Staff Council Professional Development Conference: Charting Your Course

Start	End	Event	Title/SessionID	Synopsis	Presenter	Room Number
9:00 AM	9:50 AM	Track 1 - People Skills/Customer Service	Tenets of Great Service made easy	Everyone knows what great service is, so why does it seem	Dr. Chuck Mize & Stephanie Fors	LSC 302
9:00 AM	9:50 AM	Track 2 - Managing People	Managing vs. Leading	This presentation will discuss the power of being a leader instead of a manager.	Dr. Jaimie Hebert	LSC 320
9:00 AM	9:50 AM	Track 3 - Human Resources	Understanding Your Teacher Retirement*	Let's understand YOUR Teacher Retirement and DISCUSS the following: When you will receive a statement. Salary and service credit information? And learn about recent changes in law, beneficiary designation, tier category, and Proportionate Retirement Program.	Cindy Balusek	LSC 306
9:00 AM	9:50 AM	Track 4 - Communication	ConNEcTions WORK	Do you know what it means and are you doing it? No matter if you are starting a career or managing your career you should always be Networking. Learn 10 easy steps that can make you a genuine hot shot with networking!	Vinessa Mundorff	LSC 315
9:00 AM	9:50 AM	Track 5 - Campus Connection/Wellness	What's the Risk	Discussions about the Risks on campus and the available mitigation strategies, including the roles and responsibilities of SHSU employees.	Steve Shields	LSC 307
Break						
10:00 AM	10:50 AM	Track 1 - People Skills/Customer Service	Understanding Your Work Story	Learn why it is important to know and be able to put to words your own work story and career path, even when you are not job searching. Discuss tools you can use to do this such as career portfolios and bios. Knowing your career story can help you know yourself even more and help you be a better role model to our students.	Michelle Meers	LSC 306
10:00 AM	10:50 AM	Track 2 - Managing People	Management and the Staffing Function	The first part will be an overview of the Functions (Principles) of Management (Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting). The second part will focus on the staffing function.	Dr. Charles Capps and Dr. Kathleen Utecht	LSC 302
10:00 AM	10:50 AM	Track 3 - Human Resources	Navigating & Touring the Employee Assistance Program Website*	Explore the benefits of the UT Employee Assistance website for information about mental health, wellness, financial and legal topics. We have updated our website so that it is easier to use. Please attend to find out about the available resources you have access to 365 days a year 24/7 through our website as a SHSU employee. Attendees will be educated on how to access legal forms for simple will, power of attorney: medical/financial, & other forms such a landlord leases, etc; where to find free webinars on various mental health/wellness/parenting/elderly topics for education & resources. A brief overview of all EAP benefits that extends to employee, spouse/significant other/children/members in the immediate household will be addressed as well.	Delphi Medina from EAP	LSC 307
10:00 AM	10:50 AM	Track 4 - Communication	Become More Efficient with Outlook	Most people know Outlook as a means to check email; however, it has many other features to help the end-user become more productive and efficient in their day to day activities. From Tasks, Reminders, and Calendars, you can schedule and plan your daily, weekly, and monthly activities and not miss that deadline again.	Natalie Payne	LSC 320
10:00 AM	10:50 AM	Track 5 - Campus Connection/Wellness	Safety, Stalking, & Identity Theft	Technology has changed the world we live in and has caused officers to be innovative and adapt how they respond to calls. In this program we would like to introduce you to current trends within the law enforcement community about Stalking, Identity Theft, and Personal Safety. Participants will have the opportunity to learn new strategies to keep themselves and their families safer.	Jeffery Butterworth & Joe Thornton	LSC 315
Break						
11:00 AM	11:50 AM	Track 1 - People Skills/Customer Service	Customer Service	Customer service is a huge industry whose importance is often underplayed. Join Amy in learning how to better serve your team in your departments, colleges and divisions as well as how to provide the best service to our students and others you come in contact with.	Amy Wilson	LSC 315

11:00 AM	11:50 AM	Track 2 - Managing People	Millennials Managing Millennials - The Various Management Styles	There are strong similarities between millennials and the generations that have preceded them: they want security and variety in the workplace and they want to be stretched and challenged. But there are many ways in which this growing proportion of the workforce is different. They have strong beliefs and expectations that extend to the workplace. This presentation will seek to present a few methods in managing this generation.	Keith Ahee and Clair Collins	LSC 306
11:00 AM	11:50 AM	Track 3 - Human Resources	Helping Texans Live Healthier Lives*	An overview of the HealthSelect of Texas insurance benefits to include United HealthCare Online tools, Clinical and Disease Management programs and Wellness resources.	Christina Osborn	LSC 307
11:00 AM	11:50 AM	Track 4 - Communication	The Do's and Don'ts of Professionalism in Social Media	We will cover a few of the social media outlets, their usefulness, and things you should consider before using and posting to social media outlets.	Natalie Payne	LSC 302
11:00 AM	11:50 AM	Track 5 - Campus Connection/Wellness	Fitness & Work: Finding the Balance	From making Habits of Lifestyle Changes to Setting Goals and Taking Action, this presentation will offer a unique outlook on this consistently challenging balancing act cultivated over a lifetime of trial and error.	Leslie Sullivan	LSC 320
12:00 PM	1:30 PM	Keynote: The Three P's in Higher Education for Charting Your Course	Dr. Matthew Fuller	Higher Education is an exciting career because of the diversity of opportunities it offers faculty and staff. However, it can also be difficult to chart your career path in such a diverse setting. Today's keynote speech will offer tips for being an active, engaged, relational leader while also charting a path in your career. Dr. Fuller will share stories from his career at moments when he knew he was charting his own path and offer advice for remaining true to core values and confronting difficult situations	Dr. Matthew Fuller	LSC Ballroom
1:50 PM	2:40 PM	Track 1 - People Skills/Customer Service	Parrot Tales on Leadership	Developing our ability to lead and influence others contributes to success in both professional and personal settings. No matter the position or level of responsibility, good leadership skills increases the opportunities for positive outcomes with the people we work with and serve. This session will present three essential characteristics of an effective leader - illustrated through storytelling and humor.	Dr. Chuck Mize	LSC 320
1:50 PM	2:40 PM	Track 2 - Managing People	Stay the Course or Abandon the Course	This session will engage you to reflect on your employment and discover your greatest successes, your greatest failures, and encourage you to think on what you wish to accomplish in your future.	Dr. Marsha Harman	LSC 315
1:50 PM	2:40 PM	Track 3 - Human Resources	Exploring the Texas Public Information Act	Presentation will provide an overview of the Texas Public Information Act, what types of information can be requested and released, the importance of records retention policies, when we file a brief with the Attorney General's office, timelines, etc.	Chrissy Wiegat	LSC 302
1:50 PM	2:40 PM	Track 4 - Communication	Marketing Your Department Through Social Media	This session will help you look at the ever growing realm of social media and see how you can use this modern day tool to promote your department.	Melissa Fadler and Steven Keating	LSC 306
1:50 PM	2:40 PM	Track 5 - Campus Connection/Wellness	Furthering My Education	Whether wishing to work on pursuing your bachelors or you are interested in earning a masters & beyond, this panel will discuss any questions you might have and help you take the first towards your degree.	Enrollment Management Panel	LSC 307
Break						
2:50 PM	3:40 PM	Track 1 - People Skills/Customer Service	Bearkat Buy	You will be provided a quick overview into the new TSUS purchasing system that SHSU is in progress of implementing. We will cover the basics about how it will make things easier for you and your department. We will also cover a brief overview of how IT purchasing will integrate with the system.	Mateo Zuniga and Renee Starns	LSC 306
2:50 PM	3:40 PM	Track 2 - Managing People	Title IX - Responsibilities & Procedures	An overview of the Title IX legislation pertaining to gender discrimination and harassment and the procedures that pertain to your office at SHSU.	Jeanine Bias	LSC 315
2:50 PM	3:40 PM	Track 3 - Human Resources	Get Covered*	This will be an Insurance 101 type presentation for auto, home, renters, and life insurance. Explaining what insurance is, the reason to have it, and how it works.	Cragen Buresh	LSC 302

2:50 PM	3:40 PM	Track 4 - Communication	Staff Council - Who We Are?	Having served as the Chair of Staff Council, Dr. Wally Barnes has helped shape Staff Council into the organization that it is today. In this presentation, he will explain the purpose and importance of Staff Council and tell you how you can get involved today.	Dr. Wally Barnes	LSC 307
2:50 PM	3:40 PM	Track 5 - Campus Connection/Wellness	Budgeting for Life	Setting goals and using percentage based budgeting are the keys to aggregating wealth. Don't just live paycheck to paycheck, learn how to analyze the nuances between being able to afford a purchase versus whether or not it is in your budget	Patsy Collins	LSC 320
3:50 PM	4:30 PM	Closing	Conference Closing & Staff Council*	Join us for a fun informative discussion on how you can become a part of Staff Council	Staff Development Committee Panel	LSC 320

**Thank you for participating in the 2015 Staff Council Professional Development Conference: Charting Your Course**

Please note, those sessions with an (\*) are not eligible for professional development credit. All other sessions will need to be entered via Talent Management to receive professional development credit. Instructions have been included in your registration packet.