

Spring 2010 Preview

Employee Information and Legal Issues

New Employee Orientation II—NEO II (PD)

Usually the second Friday of each month:

1.8, 2.12, 8 a.m.-12 p.m. JCK 460
3.19 (note change),
4.9, 5.14, 6.11

EEO Training for Employees: Non-Supervisors (PD)

Mr. Herman Horn, Chief Diversity Officer and Director, Equity and Access

Tue., 2.2 8:30 a.m.-12 p.m. JCK 1100
Tue., 4.20 or
Wed., 5.5

EEO Training for Supervisors and Hiring Managers (PD)

Mr. Herman Horn, Chief Diversity Officer and Director, Equity and Access; Mr. Bill Fly, University Attorney; and Ms. Tina Schultz, Director, Disability Services

Thu., 3.4 8:30 a.m.-12 p.m. JCK 1100

Financial Planning and Retirement Fair (PD)

Hosted by Human Resources with multiple sessions on financial education and employee benefits

Tue., 3.30 8:30 a.m.-4:30 p.m. LBJSC

Managing@TXSTATE (PD)

Coordinated by Human Resources with presentations from various offices

3 Day Course:

Wed., 4.7, 4.14 8:30 a.m.-4 p.m. daily JCK 460
and 4.21

External Funding

Pre-Award Services Available to the University Community (PD)

Ms. Kay Beauchamp, Assistant Director, Office of Sponsored Programs

Thu., 2.18 1:30-3:30 p.m. JCK 460

Post-Award Services for the First-Time Grant Manager (PD)

Mr. Jeff Lund, Compensation Manager, Human Resources Office and Office of Sponsored Programs; Ms. Julie Schneider, Assistant Director and Mr. W. Scott Erwin, Director

Thu., 2.18 1:30-3:30 p.m. JCK 420

Introduction to the Grants Application Management System (GAMS): The Electronic Proposal Administration System Overview (PD)

Office of Sponsored Programs: Ms. Kay Beauchamp, Assistant Director and Proposal Coordinators Ms. Jacque Miles and Ms. Joanne Palmer

Fri., 3.5 1:30-3:30 p.m. JCK 623

Overview of Grants Management with SAP Updates (PD)

Ms. Julie Schneider, Assistant Director, Office of Sponsored Programs

Wed., 3.17 1:30-3:30 p.m. JCK 420

Research Compliance Overview (PD)

Dr. Mike Blanda, Assistant Vice President for Research and Federal Relations and Ms. Becky Northcut, Director, Office of Research Compliance
Tue., 3.23 **2:30-4:30 p.m.** **JCK 460**

GAMS Routing and Approvals (PD)

Office of Sponsored Programs: Ms. Kay Beauchamp, Assistant Director and Proposal Coordinators Ms. Jacque Miles and Ms. Joanne Palmer
Thu., 4.8 **1:30-3:30 p.m.** **JCK 420**

Effort Reporting for Grant Managers (PD)

Office of Sponsored Programs: Mr. W. Scott Erwin, Director and Ms. Julie Schneider, Assistant Director
Thu., 4.15 **1:30-3:30 p.m.** **JCK 420**

Organizational Excellence

Transition from Combat to Classroom: Helping Student Veterans Succeed at Texas State (PD)

Dr. Greg Snodgrass, Assistant Vice President for Student Affairs and Director of Counseling Center; Dr. Katherine Selber, Professor, School of Social Work/Center for Children & Families; and Dr. Sherri Benn, Assistant Vice President for Student Affairs and Director of Multicultural Student Affairs
Wed., 1.20 **9:30 a.m.-12 p.m.** **JCK 1100**

Current Issues in College Student Mental Health: What Faculty and Staff Need to Know (PD)

Dr. Greg Snodgrass, Director, Counseling Center
Tue., 1.26 **10 a.m.-12 p.m.** **Alkek 102 or RRHEC Avery 366**

Copyright Law and University Policy (PD) NEW

Ms. Teresa Carey, Assistant Director, Office of Technology Commercialization
Wed., 1.27 **10 a.m.-12 p.m.** **JCK 460**

Marketing Matters: Brands, Styles and Guidelines (PD)

University Marketing: Ms. Diana Harrell, Director and Mr. Paul Collins, Web Designer; and Mr. Bryan Miller, Athletics Marketing Director
Wed., 1.27 or **2:30-4:30 p.m.** **JCK 460**
Thu., 1.28 **8:30-10:30 a.m.**

Survival Spanish (PD)

Mr. Seth Worley, Spanish Language Instructor
8 T&Th sessions: 2.2-2.25

Beginner **7:30-8:30 a.m. or** **JCK 460**
Intermediate **12-1 p.m.** **Alkek 105/106**

Providing Legendary Customer Service (PD)

Dr. Richard Cheatham, Dean, College of Fine Arts and Communication
Wed., 2.3 **8 a.m.-12 p.m.** **JCK 1100**

Information Security—Level I (PD)

Office of the Vice President for Information Technology: Mr. Corbett Consolvo, Senior Information Security Analyst and Ms. Lori McElroy, Information Security Officer
Wed., 2.3 or **2:30-4:30 p.m.** **JCK 460**
Thu., 2.4 **10 a.m.-12 p.m.**

It's My Money! It's My Appointment—How to Combat the Helicopter Parent (PD) NEW

Academic Advisors: Ms. Temple Clark, University College; Mr. Matthew Haynes, College of Education; and Ms. Ashley Ransom, University College

Tue., 2.9 or **2:30-4:30 p.m.** **Alkek 147 or**
RRHEC Avery 366
Wed., 2.10 **8:30-10:30 a.m.** **JCK 460**

QPR—Suicide Prevention Training (PD)

Ms. Meg Grant, Certified QPR Instructor, Assistant Director, Counseling Center

Thu., 2.11 **10 a.m.-12 p.m.** **JCK 460**

Teambuilding (PD)

Ms. Meg Grant, Assistant Director, Counseling Center and Ms. Marsha Moore, Director, Office of Professional Development

2 Day Course:

Tue., 2.23 **8-11:45 a.m., 12:45-5 p.m.** **JCK 460**
and Tue., 3.2 **daily**

Intellectual Property Basics for the University Community (PD)

Ms. Teresa Carey, Contract Specialist, Office of Technology Commercialization

Wed., 2.24 **10 a.m.-12 p.m.** **JCK 460**

FI Master Data (PD)

FI Master Data Staff: Mr. Eduardo Plaza, Team Lead and Systems Analyst; Ms. Ann Huebner, Systems Support Analyst; Ms. Jackie Price, Accounting Clerk II; and Ms. Sandy Gilligan, Accounting Clerk II

Fri., 2.26 **10 a.m.-12 p.m.** **JCK 460**

Creating Effective Filing Systems for Paper and Electronic Records (PD)

Ms. Kris Toma, University Archivist and Records Manager, Information Technology

Wed., 3.17 **8:30-10:30 a.m.** **JCK 1100**

Facilitation Skills Training (PD)

Ms. Meg Grant, Assistant Director, Counseling Center and Ms. Marsha Moore, Director, Office of Professional Development

2 Day Course:

Thu., 3.25 **8-11:45 a.m., 12:45-5 p.m.** **JCK 460**
and Thu., 4.1 **daily**

Effective Office Practices—Course in Curriculum for Staff Training for Effective Management (STEM) Certificate: Certified Educational Office Professional (CEOP) (PD) NEW

Ms. Debbie Wade, STEM Consultant, Texas Educational Support Staff Association, Inc. (TESA)

Wed., 3.31 **Six-hour workshop:** **JCK 1100**
8:30 a.m.-3:30 p.m.

Information Security—Level II (PD)

Office of the Vice President for Information Technology: Mr. Corbett Consolvo, Senior Information Security Analyst and Ms. Lori McElroy, Information Security Officer

Wed., 3.31 or **8:30 a.m.-12 p.m.** **JCK 623**
Thu., 4.1

Issues in Campus Student Employment (PD)

Ms. LaTonya Croskey, Assistant Director of Student Employment, Career Services

Mon., 5.3 or **3-4:30 p.m.** **JCK 460**

Tue., 5.4 **8:30-10 a.m.**

Staff Performance Appraisal Training—Supervisors and Employees (PD)

Mr. Jeff Lund, Compensation Manager, Human Resources Office

Thu., 5.6 **2:30-4:30 p.m.** **JCK 460**

Teambuilding (PD)

Ms. Meg Grant, Assistant Director, Counseling Center and Ms. Marsha Moore, Director, Office of Professional Development

2 Day Course:

Tue., 5.18 **8-11:45 a.m., 12:45-5 p.m.** **JCK 460**
and Tue., 5.25 **daily**

For the Record: What You Really Need to Know About Records Management (PD)

Ms. Kris Toma, University Archivist and Records Manager, Information Technology

Wed., 5.19 or **2:30-4:30 p.m.** **Alkek 147 or**
RRHEC Avery 366
Thu., 5.20 **8:30-10:30 a.m.** **JCK 460**

Job Classification Training—Supervisors and Employees (PD)

Mr. Jeff Lund, Compensation Manager, Human Resources Office

Thu., 5.20 **2:30-4:30 p.m.** **JCK 460**

Personal Effectiveness

The 7 Habits of Highly Effective People ® (PD)

Dr. Barbara Sanders, Professor and Chair, Department of Physical Therapy

3 Day Course:

Mon., 1.11, **8 a.m.- 4:30 p.m. daily** **JCK 460**
Tue., 1.12 and
Thu., 1.14

Wellness Programs to Help You Get on Track (PD) NEW

Mr. Ivan Kopecky, Senior Marketing Account Representative, Blue Cross Blue Shield of Texas; Coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources

Thu., 1.21 **10 a.m.-12 p.m.** **JCK 1100**

Texas State Blood Drives (PD)

Thu., 1.28 **9 a.m.-4 p.m.** **JCK 1100**

Thu., 4.1 and

Thu., 6.10

Spring Allies Training

Allies Program Team—Please register on-line at

www.txstate.edu/allies/training_programs/registration.html. Further details are available at www.txstate.edu/allies

Thu., 2.11, **8:30 a.m.-12:30 p.m.** **LBJSC 3-13.1**

Wed., 3.17, **12-4 p.m.**

Fri., 4.9 or **12-4 p.m.**

Tue., 4.20 **8:30 a.m.-12:30 p.m.**

Adult First Aid/CPR/AED (PD)

Mr. Russell Clark, Assistant Director, Environmental Health, Safety and Risk Management

Fri., 2.19 or **two six-hour workshops:** **Thornton House**

Fri., 4.16 **9 a.m.-12 p.m. and 1-4 p.m.**

Summer Shape-up (PD)

Ms. Carolyn Clay, ACSM Certified Health Fitness Specialist (HFS), Senior Lecturer, Department of Health, Physical Education and Recreation

Mon., 4.5 **2:30-4:30 p.m.** **JCK 1100**

“I’ve Been Diagnosed with Cancer, Now What?” (PD) NEW

Dr. James Uyeki, MD, Texas Oncology; Coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources

Thu., 4.15 **10 a.m.-12 p.m.** **JCK 1100**

Summer Programs Available for Children (PD) NEW

Various departments participating; Coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources

Fri., 4.30 **10 a.m.-1 p.m.** **JCK 1100**

Caregivers—Take Care of Yourself (PD) NEW

Alzcare Assisted Living; Coordinated by Ms. Rose Trevino, Work Life Coordinator, Human Resources

Wed., 5.12 **10 a.m.-12 p.m.** **JCK 1100**

Planning and Assessment

Designing Surveys for Quality Improvement or Outcomes Assessment (PD) NEW

Institutional Research Office: Ms. Susan Thompson, Senior Research Analyst; and Mr. Richard Batey, Research Analyst

Tue., 2.16 or **2:30-4:30 p.m.** **JCK 460**

Wed., 2.17 **8:30-10:30 a.m.**

New Ways of Finding the Data You Need Using Pivot Tables (PD)

Mr. Joe Meyer, Director, Institutional Research

Mon., 4.12 or **2:30-4:30 p.m.** **JCK 460**

Tue., 4.13 **8:30-10:30 a.m.**

Administrative Outcomes: Reporting Results and Providing Evidence of Improvement (PD) NEW

Ms. Lisa Garza, Director, University Planning & Assessment

Mon., 5.10 or **3-4:30 p.m.** **JCK 460**

Tue., 5.11 **8:30-10 a.m.**