

Training Days Session Details 2015

Date	Time	Session	Presenters	Who Should Attend	Description
October 27, 2015	9:00-9:50	Writing a Statement of Work and Specifications	Contract Officers from Procurement and Contract Services and Office of Commercialization & Corporate Development	All employees.	A statement of work (SOW) captures and defines the work activities, deliverables, and timeline a vendor must execute in performance of specified work for a client. A specification is an exact statement of the particular needs to be satisfied, or essential characteristics that a customer requires (in a good, material, method, process, service, system, or work) and which a vendor must deliver. This presentation will be an overview of what a good statement of work includes and what is or is not a specification and how to incorporate them into the Statement of Work.
October 27, 2015	9:00-9:50	How Long Do I Need to Keep this Stuff? An Overview of OSU's Records Retention Policy	Elizabeth Nielsen, University Archivist	Employees responsible for managing records in OSU administrative and academic units.	Participants will learn about OSU's new Records Retention Policy and General Records Retention Schedule and how they apply to records for which they are responsible.

October 27, 2015	9:00-9:50	Shipping and Mailing Procedures	Cindy Frederick, Judy Bankson, Corry Clarke, Printing and Mailing Services and Kent Lanning, Environmental Health & Safety	Employees responsible for shipping and mailing items, including dangerous goods.	Our session will cover how to communicate with Mailing Services. Specific topics will include filling out mailing forms, best options for shipping your item and basic coverage of shipping hazardous material. We will also discuss some Do's and Don'ts of shipping. Good time for the attendees to ask questions!
October 27, 2015	9:00-9:50	WebEx 101 – Meeting Center Basics	Meet-Me-In-The-Cloud (professional WebEx trainer)	First-time users or those with limited WebEx experience	This will be a “how-to” class that shows the basics of using WebEx. We will show you how to set up and start a WebEx meeting and perform basic functions such as screen sharing, online chat, managing audio and video and sharing content. Don't forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).
October 27, 2015	9:00-9:50	US Immigration and OSU International Students	Sarah Reed, SEVIS Coordinator and Ismail Warsame International Student Advisor	Stakeholders across campus who work with international students.	We will provide information about the US immigration system that our international students have to comply with while studying in the United States. This will include information about SEVIS, Department of Homeland Security, Immigration Customs Enforcement and Detention centers.

October 27, 2015	9:00-9:50	Oregon State University Branding	University Marketing representatives	On-campus Communicators, faculty and staff	This course introduces the Oregon State University Brand and teaches the proper usage of its elements.
October 27, 2015	9:00-9:50	OPEN			
October 27, 2015	10:00-10:50	What's New with the Uniform Guidance?	Pat Hawk, and Aedra McCarthy, Office for Sponsored Research and Award Administration	All employees who manage and assist the federal award process.	On December 26, 2014, the Uniform Guidance went into effect. The Uniform Guidance represents a major change in Federal grant rules and regulations. This session will present an update on Uniform Guidance implementation and changes that are important for OSU.
October 27, 2015	10:00-10:50	Parking Services' Other Services	Mark Zandonella andTanya Anderssen, Parking Services	All employees	Coverage of the online options provided by Parking Srevices, options for departments, special event support, ancillary services like motor assists and the Information Booth, Beaver Bus operations
October 27, 2015	10:00-10:50	Managing Pay Within a Salary Grade	Heather Riney, Classification and Compensation, Office of Human Resources	Professional faculty, and managers and supervisors of professional faculty	In this training, we will discuss tools and best practices for Managing Pay Within a Salary Grade for managers and supervisors of professional faculty employees within the salary structure.

October 27, 2015

10:00-10:50

WebEx Personal Meeting Rooms for the Instructor & Advisor – Hosting Office Hours and Advising Sessions (professional WebEx trainer)

Meet-Me-In-The-Cloud (professional WebEx trainer)

This is a class intended for instructors, advisors, councilors, teaching assistants, and/or anyone who hosts ad-hoc or scheduled office hours.

This class will show you how to use the new Personal Meeting Room (PMR) feature of WebEx. Use PMR to host office hours, or advising sessions, virtually. WebEx Personal Meeting Rooms allow you to meet with students in an ad-hoc or scheduled fashion, either one student at a time or in a group, allowing those not part of the conversation to wait in your “lobby” until you unlock the virtual door and allow them into your room.

Recommended prerequisite: We would suggest this class for users who have been through the WebEx 101 training (past training session recording can be found here: https://media.oregonstate.edu/media/t/0_ys2vctfr). Don't forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).

October 27, 2015	10:00-10:50	Using Social Media for Professional Development and Networking	Victor Villegas , OSU Extension Technology & Media Support Coordinator	All employees looking for social media solutions for collaboration, networking and professional development.	Think social media is just for marketeers or a mindless waste of time? Think again. Social media can be used for many different purposes, from keeping up on the latest news to sharing information and collaborating with others. In this session you will learn how to leverage Social Media as a personal training resource and professional networking platform. Find out how you can benefit from "just in time" trainings, connect with peers, add to your skill set and improve your work.
October 27, 2015	10:00-10:50	Risk Assessment Tool: A Simple Resource for Strategic Decision Making	Patrick Hughes and Christina McKnight, Risk Management	All employees	This session will explain a simple, easy to use tool to identify, analyze and evaluate risks to assist departments, units and individual events/projects in achieving their goals while also thoughtfully considering and managing the risks. The session goals include understanding the risk assessment process, learning about the functionality of the Risk Assessment Tool, and learn about some successful examples of the Risk Assessment Tool in action.

October 27, 2015	10:00-11:50 (spans two time slots)	Preventing and Addressing Workplace Bullying	Sue Theiss, Ombuds	Supervisors and managers	Conflicts involving workplace bullying are some of the most challenging to address and manage effectively. Session participants will learn the process of bullying, its far-reaching effects and multiple dimensions, and options for effective intervention, assistance, and support. This session includes an introduction to OSU's policy on bullying.
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October 27, 2015	11:00-11:50	OPEN			
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October 27, 2015	11:00-11:50	Student Records and Registration Basics	George Olden, Susan Howard, and Emerald Smith, Office of the Registrar	Academic advisors, grading contacts, departmental administrators	This session will answer some of the frequent questions we receive about student registrations and academic history, and will also provide a chance to discuss more advanced topics such as PINS, priority registration, holds, pre-reqs, co-reqs, registration restrictions, overrides, waitlisting, and non-repeatable/repeatable courses.
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October 27, 2015

11:00-11:50

WebEx Event Center - for Large Events & Online Seminars

Meet-Me-In-The-Cloud (professional WebEx trainer)

Trainers, HR, marketing & recruitment, fundraisers, and researchers

This class is intended for the person (or team) who will be presenting to a large group in a webinar style format. We will show you how to set up registration for users to sign up for your session, how to customize reminders to the registered participants, how to set up a panel of hosts so that multiple people can present, and how to collect feedback from the users after the session.

Recommended prerequisite: We would suggest this class for users who have been through the WebEx 101 training (past training session recording can be found here: https://media.oregonstate.edu/media/t/0_ys2vctfr). Don't forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).

October 27, 2015	11:00-11:50	EmpCenter is Your Friend - Supervisor Edition	Patty DeLuca, Business Affairs	Supervisors using EmpCenter	Supervisors, are you fed up with EmpCenter emails? Do you feel like there is never enough time to review and approve timesheets? Have you had one too many certification reports land on your desk? Come to this session to learn about processing timelines, how to eradicate EmpCenter emails, what to do when you are out of the country, tips to help your employees help you, and more.
October 27, 2015	11:00-11:50	Discovering the Power of the OSU Qualtrics Survey Tool	Stefanie Buck, Ecampus and Instructional Design Librarian	Employees responsible for survey development, workshop registration and other information gathering.	If you are faculty, staff, or a student at Oregon State University, you have access to Qualtrics. This is a powerful online survey tool that can streamline workshop registrations, research, other surveys, and so much more. Start the new academic year with a short workshop that will give you a glimpse at what you can accomplish with Qualtrics. OSU's Qualtrics Users Group will share useful Qualtrics features including creating panels to distribute surveys, using branching to customize surveys, using triggers to send out targeted email to respondents, branding your surveys, and more.

October 27, 2015	11:00-11:50	Run.Hide.Flight	Mike Bamberger, Emergency Preparedness, Enterprise Risk Services and the Oregon State Police.	Employees in any area of campus, particularly those most exposed to risk, managers and supervisors responsible for training employees, and those interested in assuring a safe campus environment for students and employees.	A presentation about how to respond if you encounter an active shooter in your work, social, or community areas. The principles of Run.Hide.Fight are discussed and questions from the audience will be addressed.
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October 27, 2015	1:00-1:50	OPEN			
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October 27, 2015	1:00-1:50	OSU around the globe, working internationally; Travel, Research, and Shipping- International Compliance Office is here to support for your success	Mark Peters, Research Office	Any employee who manages or coordinates international operations.	Learn to ins-and-outs of international operations. If you buying equipment from ovesears, travelling, shipping, or collaborating you may need help. The international compliance office will be your international support staff to get your project done.
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October 27, 2015	1:00-1:50	An introduction to the Office for Sponsored Research and Award Administration	Pat Hawk, Kim Calvery, Zach Gill, Aedra McCarthy, and Lin Reilly, Office for Sponsored Research and Award Administration	All employees who work with OSP and OPPA.	In June 2015, the Office of Sponsored Programs and the Office of Post Award Administration combined to become the Office for Sponsored Research and Award Administration (OSRAA). This session will describe what has changed, what has remained the same, and what the functional units' responsibilities.
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October 27, 2015

1:00-1:50

Choose your Attitude

Paul Biwan, Center for
Learning & Organizational
Development

Any employee who wishes to
promote a positive attitude
in their workplace.

Effective people are aware of their
emotional well-being and manage
their attitude accordingly. Several
models will be illustrated to provide
insights into the domain of attitudes.
At one level, supervisors can affect the
motivational level of employees. At
another level, employees need to
choose their attitude in a way that
maintains a high professional
demeanor and level of effectiveness.

October 27, 2015

1:00-1:50

WebEx Training Center for the Instructor – Hosting
Virtual Classrooms

Meet-Me-In-The-Cloud
(professional WebEx
trainer)

Intended for instructors,
those who support
instructors, advisors, and
other student-facing staff

This class will show you the unique features of WebEx Training Center intended specifically for virtual learning environments. You'll learn to break students out into groups for project work. You'll participate in online testing and learn to instantly share those test results with students in the classroom. You'll see how attention indicators and other, enhanced interactivity features of the virtual classroom can be used to encourage student participation.

Recommended prerequisite: We would suggest this class for users who have been through the WebEx 101 training (past training session recording can be found here: https://media.oregonstate.edu/media/t/0_ys2vctfr). Don't forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).

October 27, 2015	1:00-1:50	From Theory to Practice: Flourishing at OSU	Michele Ribero, Counseling and Psychological Services	All employees	This session will utilize theories from positive psychology, flourishing, and mindfulness to highlight ways of building positive states both professionally and personally. Session will include experiential learning exercises and opportunities to share personal experiences.
October 27, 2015	1:00-1:50	OPEN			
October 27, 2015	2:00-2:50	Writing for the Web	Pat Kight, Webmaster (and former journalist and science writer), Oregon Sea Grant	All employees responsible for writing or editing Web content	Short, clear engaging prose makes your Website appealing and useful to visitors whose time and attention spans may be limited. Learn some tips, based on OSU Web guidelines and common sense, for improving your writing to make your site easier and more inviting for your visitors to use.
October 27, 2015	2:00-2:50	Department Success Through An Effective Control Environment	Sam Khan, OSU Office of Audit Services	Managers and employees responsible for assuring operational effectiveness by minimizing risk and maintaining ethical standards.	During this session we will talk about some tools as a manager and employee you can use to make sure your department is set up for assuring achievement of your departments objectives. Objectives will be broadly defined in the areas of operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations and policies. We will cite and discuss outcomes of departments who successfully set up a good control environment and explore lessons learned from well publicized failures.

October 27, 2015	2:00-2:50	FERPA	Rebecca Mathern, University Registrar and Esther Henry, Associate General Counsel	All employees who work with student data.	Under the Family Educational Rights and Privacy Act (FERPA), it is the responsibility of all who work with student data to know how to properly secure the information. This session will cover the basic definitions of the law, as well as how to comply with FERPA regulations at OSU.
October 27, 2015	2:00-2:50	Excel Tips and Tricks To Improve Your Efficiency	Brad Dennis, Auxilliary and Activities Business Center	Employees who already use Excel interested in advanced features	In this workshop, you will learn how to make some customizations to Excel to make it easier to use. Then we will explore the use of data tables, pivot tables, slicer and drill-down techniques. We will look at advanced subtotaling, sharing and merging workbooks.
October 27, 2015	2:00-2:50	WebEx 101 – Meeting Center Basics	Meet-Me-In-The-Cloud (professional WebEx trainer)	First-time users or those with limited WebEx experience	This will be a “how-to” class that shows the basics of using WebEx. We will show you how to set up and start a WebEx meeting and perform basic functions such as screen sharing, online chat, managing audio and video and sharing content. Don’t forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).

October 27, 2015	2:00-2:50	Emergency Preparedness Preparation	Mike Bamberger, Emergency Preparedness, Enterprise Risk Services	All employees	An interactive presentation and discussion about how to prepare for disasters. Topics will cover emergency water, emergency food, and other planning considerations for work and home.
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October 27, 2015	2:00-2:50	OPEN			
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October 27, 2015	3:00-3:50	OPEN			
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October 27, 2015	3:00-3:50	Enhance Your Teaching/Training with Blended Learning	Cub Kahn, Center for Teaching & Learning and Extended Campus	Extension educators, professional and research faculty who teach or lead workshops, and other employees who train colleagues or clients.	A blended (a.k.a. "hybrid") approach that combines face-to-face meetings and online learning through OSU's Canvas learning management system can be successfully applied to enhance learning in workshops, staff training, and short courses. This session will cover effective practices and planning tools to facilitate blended learning.
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October 27, 2015	3:00-3:50	Reflection and Corrective Action: Examining White Identity & Internalized Dominance	Michele Ribero, Counseling and Psychological Services	All employees	To break a pattern of internalized dominance that develops in a society in which White can be seen as the norm, White identified individuals are challenged to look at their impact in U.S. society and closer to home, at Oregon State University. Through the cycle of socialization, participants will be invited to explore dynamics of privilege and dominance and how to break this cycle so individuals/groups take action toward becoming a more equitable society. Mode of learning: Didactic-Experiential-Sharing of Experiences
October 27, 2015	3:00-3:50	Temporary Housing Options Through University Housing and Dining Services	Melissa Rieth & Dawn Snyder Scholar Housing & Residential Conferences Coordinator, University Housing & Dining Services	Employees responsible for arranging temporary housing for visitors.	This session will discuss the options available to you and the process for arranging temporary housing for new hires in transition to OSU and visiting Scholars.

October 27, 2015	3:00-3:50	WebEx - Advanced User Class	Meet-Me-In-The-Cloud (professional WebEx trainer)	WebEx users who have used the service for a while, or who have taken the WebEx 101 training already	<p>This class will provide you with advanced feature training, and additional tips & tricks to make using WebEx easier and more effective.</p> <p>Recommended prerequisite: We would suggest this class for users who have been through the WebEx 101 training (past training session recording can be found here: https://media.oregonstate.edu/media/t/0_ys2vctfr). Don't forget to bring your laptop to this session so that you can follow along on your own computer (although we will be projecting this onto a large screen, bringing your own laptop will provide you with hands-on experience).</p>
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October 27, 2015	3:00-3:50	Schedule Planner Overview	George Olden, Office of the Registrar	Academic Advisors and Counselors	<p>This session will provide academic advisors and counselors an opportunity to see the features and functionality of Schedule Planner, the new software that allows students to easily search the schedule of classes and create a schedule that will work with their various obligations.</p>
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October 27, 2015	3:00-3:50	OPEN			
October 28, 2015	9:00-9:50	OPEN			

October 28, 2015	9:00-9:50	Enhance Your Teaching/Training with Blended Learning	Cub Kahn, Center for Teaching & Learning and Extended Campus	Extension educators, professional and research faculty who teach or lead workshops, and other employees who train colleagues or clients.	A blended (a.k.a. "hybrid") approach that combines face-to-face meetings and online learning through OSU's Canvas learning management system can be successfully applied to enhance learning in workshops, staff training, and short courses. This session will cover effective practices and planning tools to facilitate blended learning.
October 28, 2015	9:00-9:50	Working with Distressed & Disruptive Students	Sgt. Eric Judah, Oregon State Police & Kris Winter, Office of the Dean of Student Life	Advisors, instructors and anyone who interacts with students	Many students face difficult times during college; unexpected life events, personal crises, mental health struggles, academic difficulties are examples of challenges that can interfere with college success. As a reaction to these challenges, some students experience distress or may become disruptive to our campus community. This presentation addresses the differences between distressed students and disruptive students. We will provide strategies and resource options for assisting students experiencing distress and working with students who cause a disruption. Attending this presentation will help you to prepare how to contribute to OSU's culture of care by learning how to assist students in crisis.

October 28, 2015	9:00-9:50	An Introduction to CORE Reports	Diana Lindsley, CORE Business Intelligence Center	New employees or employees who are new to the reporting system (student workers including GTAs and GRAs do not have access to CORE)	An introduction to the Cooperative Open Reporting Environment (CORE) reporting system for new employees or seasoned employees interested in learning more. The workshop will demonstrate for participants how to access, navigate, search, print and export reports from CORE. The CORE security levels will also be discussed.
October 28, 2015	9:00-9:50	Excel Tips and Tricks To Improve Your Efficiency	Brad Dennis, Auxilliary and Activities Business Center	Employees who already use Excel interested in advanced features	In this workshop, you will learn how to make some customizations to Excel to make it easier to use. Then we will explore the use of data tables, pivot tables, slicer and drill-down techniques. We will look at advanced subtotalling, sharing and merging workbooks.
October 28, 2015	9:00-9:50	Stretch Goals: Taking Your Performance to the Next Level	Paul Biwan, Center for Learning & Organizational Development	All employees	To take your performance to a higher level sometimes requires creating stretch goals. This simple, yet powerful concept will be illustrated. You'll have an opportunity to work through the process and identify a meaningful stretch goal(s) for yourself to accomplish.

October 28, 2015	9:00-9:50	OPEN			
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October 28, 2015	10:00-11:50 (spans two time slots)	Procurement, Contracts and Construction MindXChange	Procurement, Contracts and Construction Contracting Staff (Tamara Gash et al.)	Employees who regularly work with procurement and contracts, or would like to learn more about it.	This interactive session provides you the opportunity to collaborate in a series of topic-specific facilitated discussions in key areas of Procurement, Contracts and Construction including: Competitive Thresholds & Solicitations, Personal Services Contracts, Buy Orange & Cooperative Contracts, Signature Authority & Contracting, Procurement Ethics, Construction & BOLI PWR, and Contracts for Revenue. Participants will be able to select multiple topic-specific discussions to attend.
October 28, 2015	10:00-10:50	Cascadia Earthquake Threat	Mike Bamberger, Emergency Preparedness, and Enterprise Risk Services	All employees	A lay-person's overview of what the Cascadia Subduction Zone earthquake is and how it will affect Oregon. The session will include a review of how to immediately respond to the earthquake and what potential planning should be conducted to prepare for the event and its aftermath.
October 28, 2015	10:00-10:50	CORE Reporting Updates for Current Users	Diana Lindsley, CORE Business Intelligence Center	Current CORE users who want to learn more about the new features and users who will be utilizing the ad hoc reporting tool	An update for current users of the Cooperative Open Reporting Environment (CORE) system. The workshop will demonstrate for participants the new functions and features, including the new dashboards introduced in CORE. Additionally, there will be a preview of the Jaspersoft ad hoc reporting tool.

October 28, 2015	10:00-10:50	Drone, UASs, UAVs,... Oh my! Understanding the obligations of using aerial vehicles for OSU activity”	Mark Peters, Research Office		OSU has learned to fly, come learn how to use drones in your research or other OSU activities. We will review the rules of the road and where to go for support.
October 28, 2015	10:00-10:50	Implicit Bias	Anne Gillies, Office of Equity and Inclusion	Any employee	<p>We as employers still struggle to reach parity in our employment of people from different identity backgrounds. What are the factors that contribute to these persistent shortfalls, and how can we improve the diversity of our workforce?</p> <p>This workshop explores our human cognitive shortcuts—how and why they work, and how they are influenced by social conditions. These factors can limit our ability to make fair and unbiased decisions, even though we are unaware of them. Before the workshop, please go to https://implicit.harvard.edu/implicit/index.jsp, select “continue as a guest,” and complete two or more of the Project Implicit online social attitudes tests, a tool to measure unintentional human bias. Only you will know your results. We will explore a variety of strategies to minimize the effects of any biases we uncover.</p>

October 28, 2015

10:00-10:50

Leadership: Myths and Promise

Kristen Magis, Center for
Learning & Organizational
Development

Anyone interested in
leadership development

The movie, 'Big Jake', ended with John Wayne standing larger than life, having once again single-handedly saved the day against all odds. The bystanders whispered in awe, 'He was such a leader!' That movie featured 40 years ago. Yet, the faulty myths it promoted about leadership remain strongly entrenched in our institutions and minds. In this session, we will explore the promise of leadership and the myths that need to hitch a ride with Big Jake.

October 28, 2015	10:00-11:50 (This spans two time slots)	Supervisory Tools for Managing Conflict through Inclusive Dialogues	Sue Theiss, Ombuds	Supervisors and managers	What are the basic skills needed for supervisors to manage day-to-day conflicts and approach a difficult or sensitive dialogue? Participants of the University Ombuds Office (UOO) training will learn conflict concepts and theory, active listening skills, managing anger, and a collaborative model for identifying diverse interests and mutually beneficial solutions. This session will include a presentation, interactive activities, and opportunities for an open-dialogue, all focused on managing conflict. This session will include a presentation, interactive activities, and opportunities for an open-dialogue, all focused on managing conflict within a diverse community. If you attended training from UOO on Conflict Management Basics last year or during the Manager's Legal Toolkit session, some of the same core information will be included in this session as well.
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October 28, 2015	11:00-11:50	MyDegrees Introductory Training	Tursynay Issabekova, Office of the Registrar	New advisors or those new to MyDegrees.	MyDegrees is the degree audit system used by advisors at OSU to guide students to degree completion. We will cover the basics of using MyDegrees including degree audit, student education planner, basics of making exceptions, and reviewing history.
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October 28, 2015	11:00-11:50	SIM-plicity: Reduce Physical Stress and Strain On and	Ariel Leshchinsky, RN, Occupational Medicine, Student Health Services	All employees	In partnership with SAIF Corp., SIM-plicity techniques are proven to reduce physical stress and strain, boost balance and strength, and improve productivity. The presentation will be geared for participants to learn to make simple, practical changes in the way they reach, lift, carry, push, or pull. These changes make most tasks both easier and safer, on or off the job, and improve our quality of life.
October 28, 2015	11:00-11:50	An introduction to the Office for Sponsored Research and Award Administration	Pat Hawk, Kim Calvery, Zach Gill, Aedra McCarthy, and Lin Reilly, Office for Sponsored Research and Award Administration	Employees who work with OSP and OPPA.	In June 2015, the Office of Sponsored Programs and the Office of Post Award Administration combined to become the Office for Sponsored Research and Award Administration (OSRAA). This session will describe what has changed, what has remained the same, and what the functional units' responsibilities.
October 28, 2015	11:00-11:50	US Immigration and OSU International Students	Sarah Reed, SEVIS Coordinator and Ismail Warsame International Student Advisor	Stakeholders across campus who work with international students.	We will provide information about the US immigration system that our international students have to comply with while studying in the United States. This will include information about SEVIS, Department of Homeland Security, Immigration Customs Enforcement and Detention centers.

October 28, 2015	11:00-11:50	Strategic Conference and Event Planning: Strengthen OSU's Impact Throughout Oregon and Beyond	Donna Williams OSU Conference Management Services and Tina Green-Price, The LaSells Stewart Center	For those considering hosting, managing, or are planning an event either on or off campus	Partner with Conference Services and explore opportunities to organize and produce conferences and events that meet your strategic goals, enhance relations between academics, institutions, industry partners, and raise OSU's visibility and reputation throughout the country. By engaging Conference Services early in the planning process, we help organizers define the event's goals, develop a financial roadmap for funding and provide tools for the event's success. Learn about our online registration system, site selection and logistics support, campus venues and other services that Conference Services can provide.
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October 28, 2015	1:00-1:50	OPEN			
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October 28, 2015	1:00-1:50	How Long Do I Need to Keep this Stuff? An Overview of OSU's Records Retention Policy	Elizabeth Nielsen, University Archivist	Employees responsible for managing records in OSU administrative and academic units.	Participants will learn about OSU's new Records Retention Policy and General Records Retention Schedule and how they apply to records for which they are responsible.
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October 28, 2015	1:00-1:50	Managing Pay Within a Salary Grade	Heather Riney, Classification and Compensation, Office of Human Resources	Managers and supervisors of professional faculty.	In this training, we will discuss tools and best practices for Managing Pay Within a Salary Grade for managers and supervisors of professional faculty employees within the salary structure.
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October 28, 2015	1:00-1:50	Cultural Competency in a Diverse Environment	Amarah Khan, Diversity and Cultural Engagement	People interested in understanding the nuances of working and supporting with individuals from diverse backgrounds	As our campus makes unprecedented strides towards internationalization and diversification, this session helps you understand some basic guidelines for cross-cultural interaction and sensitivity.
October 28, 2015	1:00-1:50	Cost Transfers: It's All About the Justification & Documentation	Kim Calvery, Jennifer Griffith, Jenny James, Rachel Polansky, Office for Sponsored Research and Award Administration	Employees responsible for tracking and managing grant expenditures and cost transfers.	One of OSRAA's units, Research Costing and Analysis, is responsible for review of cost transactions and cost transfers (journal vouchers). Come learn about what is being used as a checklist for cost transfers, and a discussion of best practices for documenting expenses on grants and contracts.
October 28, 2015	1:00-1:50	MyDegrees Advanced Training	Tursynay Issabekova, Office of the Registrar	Advisors who would like to learn more than the basics about MyDegrees.	This session will provide an in-depth look at the new MyDegrees Student Educational Planner. If you haven't had a chance to learn the new planner tool or want to see the quick way to make student plans, this session is for you. We will show how the plans feed into the Schedule Builder tool for students. Additionally, more detail regarding how and when exceptions are applied will be covered in this session.

October 28, 2015	1:00-1:50	OPEN
October 28, 2015	2:00-2:50	OPEN

October 28, 2015	2:00-2:50	Insurance Jeopardy	Patrick Hughes and Christina McKnight, Risk Management	All employees	Join Risk Management as they host an insurance-themed game of Jeopardy. In this session you will learn about the University Insurance Program, review of recent changes and what to do in the event of a claim.
October 28, 2015	2:00-2:50	Zones of Safety	Jane Waite, Office of Equity and Inclusion	All employees	Developing awareness of where our comfort, risk and danger zones lie is critical to our success, both as individuals and as colleagues. This interactive session is a simple yet nuanced look at how and why we might act from different zones; we also examine how and why we move ourselves into different zones in our professional lives.

October 28, 2015	2:00-2:50	Myths & Facts about Cash, Deposits, and Payments	Janice Lee-Virnig, Business Affairs - Cashier's Office	Employees who regularly work with cash handling.	<p>Many university employees are responsible for the security and movement of cash and cash equivalents. Understand what's a fact and what's a myth about cash handling and learn how to develop preventive cash controls that will support the university's internal control environment and increase employee knowledge and understanding of the associated risks and responsibilities. An overview of methods of transferring cash, including ACHs and wire transfers, will be covered. This session is for managers and staff alike who would like to understand how to control and monitor daily cash transactions.</p>
October 28, 2015	2:00-2:50	Guiding Students through the Petition Process: ARC & ASC	George Olden and Tom Watts, Office of the Registrar	Student advisors	<p>This session will provide a comprehensive review of Academic Petitions related to petitioning the Academic Requirements Committee (ARC) and the Academic Standing Committee (ASC). The ARC reviews student petitions related to Late Add and Drop of courses, Withdraw from the university, and other academic regulations. The ASC reviews suspended student petitions requesting reinstatement into the university.</p>

October 28, 2015

2:00-2:50

EmpCenter is Your Friend - Business Center Edition

Patty DeLuca, Business
Affairs

Business Center employees
using EmpCenter

Business Center employees that work
with EmpCenter are invited to get all
of their burning questions answered.

Questions like:

- Who came up with these timelines?
- Do EmpCenter reports really help
with anything?
- Can EmpCenter actually help us save
money and time?
- How can I help supervisors and
employees?
- And many more!