

## Theme: Waves of Change - Oceans of Opportunity

**Tuesday, May 28, 2019**

Time	Title/Event	Description	Speaker
11:00-4:00 pm	Looking for Leaders (Add'l cost, see note @ bottom)	This challenging and motivating CSU pre-conference will identify ways to improve your leadership and personnel skills, so that you are better equipped to get the best performance from yourself and the rest of your team. Take your career to the next level and get the knowledge, skills, tools and techniques needed to be recognized as a university leader!	Dr. Dale Henry, Professional Speaker
5:30-7:30 pm	Early Bird Welcome Reception	hosted by Humboldt State University	

**Wednesday, May 29, 2019**

Time	Title/Event	Description	Speaker
7:00-9:00 am	----- Breakfast (included in ARC registration) -----		
8:00-9:30 am	CSU 101: Different Views of the CSUs (Early Bird)	This session will cover several topics -we'll take a 50,000-foot approach first. Looking at the overall delegation of authority from the California Constitution to the campus dean. Who is authorized to do what and by whom? Next we'll drop down to about 30,000 feet and take a look at the funding available within the CSU. Next we'll take a look at the PeopleSoft Chart of Accounts that is used to control the spending of these funds and the delegation.	Debbie Brothwell, Deputy Vice President, Finance (Retired)
10:00-10:45 am	Opening Remarks/Announcements	Opening Remarks/Announcements	Robin Pollock, ARC Founder & Gina Pierce, ARC President
10:45-11:45 am	Opening Keynote: Liar, Liar, Pants on Fire	Would you win a game of Two Truths and a Lie? In this fast paced keynote you'll learn how to use Traci's fraud prevention system to find the liars in today's headlines...and in your own life.	Traci Brown, Professional Speaker

	----- Lunch (included in ARC registration) -----			
1:00-2:30 pm Breakout 1:	HR	Revelations of An Academic Scheduler	The "secrets" of academic scheduling including a discussion of best practices, system possibilities, as well as how to schedule classes better, how to make entry a *bit* easier, tricks, favorites, and methods to illuminate the effort and machinations that go into producing a class schedule.	Sally Serrin Melena, Academic Schedule, San Marcos
	BUD	Get Control! Of Excel - Intermediate	A fast, fun tour of Excel basics; How to create stunning visuals such as tables, charts, graphs, and more; The smart use of formulas	Mike Song, CEO, Get Control
	PD	Managing Social Media and Publishing Newsletters	This interactive session provides participants with the opportunity to learn and share best practices on how to create/manage social media and publish newsletters for your college, department, program, etc. This session will include a brief presentation on the different social media platforms and on creating newsletters, followed by an open discussion to share ideas as interactive tips & tricks shared in a group dynamic. Using: Adobe InDesign. Facebook. Instagram. Twitter	Heather Mummaw, Marketing and Operations Coordinator, Sacramento
	SA	The Chancellor's Office, Student Success, and You: How You Support Student Success.	(....session description coming soon...)	Carolina Cardenas, Director of Academic Preparation, Policies and Programs at the Chancellor's Office
3:00-4:00 pm General Session	Virtual Tour of the Chancellor's Office			Robin Pollock, ARC Founder
	----- Dinner on your Own -----			

**Thursday, May 30, 2019**

Time	Title/Event	Speaker
7:00-8:30 am	----- Breakfast (included in ARC registration) -----	

8:30-10:00 am Breakout 2:	HR	Your CalPERS and You	Whether you're early or midway through your career, you'll want to get a better understanding of your CalPERS benefits. Learn about your retirement income sources, how your pension is calculated, purchasing service credit, the importance of having a power of attorney on file, what happens if you leave your employer, and much more	James Santiago, Senior Retirement Benefit Specialist
	BUD	Panel: Budget Tracking and Reconciliation	San Marcos will present its successful and comprehensive Excel-based budget tool for tracking data. The demonstration will review managing data entry; data analysis with present pivot tables, filters & slicers; reconciliation, and forecasting. The emphasis is using an Excel workbook with pivot tables for data analysis.  Make sure to attend Mike Song's Intermediate and Advanced Excel sessions at ARC for training on the Excel tools discussed in this session.	*Amy Armstrong, Budget & Contracts Analyst; *Kim Kamrath, Budget Analyst; *Maria Rasimus, Budget & Operations Analyst; *Robin Martens, Administration & Budget Manager; *Janet Morris, Budget Analyst - San Marcos
	PD	Body Language Confidential: Tactics every secret agent, salesperson, and kindergarten teacher should know	It's only confidential unless you've been to Traci's program. Discover Strategic Body Language so you uncover secrets hidden in plain view and hear 'YES!' more easily and more often during: interviews; networking events; board meetings; negotiations; conversations with your kids or spouse	Traci Brown, Professional Speaker
	SA	Say What?! Understanding what to say and when to say it (FERPA)	FERPA can be a complicated and often misused set of federal regulations that governs the role of higher education and how we keep, use, and share our student's records/information (Hint: it is not just about privacy). Join us for this session to learn about the federal act and discover not just what you can say and when you can say it, but more about the background, intention, and need for the law.	Leo Melena, Director of Student Success, San Marcos

10:30 am-12:00 pm Breakout 3:	HR	Faculty Workload - The Fine Balance	This session will address the challenges CSU departments and colleges encounter when assigning faculty workload while following the faculty contract guidelines. These challenges include the various types of workload (teaching / admin / assigned (AT) / release time (OSF)), and its impact on the class schedule, budget, and morale.	Jo Ernest, Personnel Specialist -Emeritus, San Luis Obispo
	BUD	Get Control! Of Excel - Advanced	Having fun with functions; How to create Pivot Tables, Pivot Charts, and Sliders; An easy way to create a Dashboard that summarizes data from different worksheets	Mike Song, CEO, Get Control
	PD	Dealing With Difficult People	Mama, always said you can't control others, just yourself. Whether it's their unrealized expectations or our failed efforts, take a breath. Adjusting our behavior, controlling the conversation, and accepting responsibility is our start to creating that delightful partner.	Becky McCrary, Professional Speaker
	SA	Using Your Power to Empower: Navigating Difficult Conversations with Students	Do you ever wonder about how you could have handled a situation with a student differently? This session will tap into your natural strengths and skills so that you can navigate conversations with students who may be visibly upset, stressed, anxious, depressed, confused, lost or in need of mentorship. In addition, we will add context to the generational shift of our current student population. Attendees will complete a variety of activities that include self-reflection and small group work.	Ashley Gragido, Student Success Facilitator, San Marcos
----- Lunch (included in ARC registration) -----				

1:30 3:00 pm Breakout 4:	HR	No One is Coming: You're on your own - Now What?!	Dial 911, then what? This session will discuss the difficult reality that to build truly resilient communities we first have to dispel the myth that emergency responders will solve all our problems. We have to acknowledge and prepare citizens for the reality that in a time of a wide spread crisis they may be the ones counted on to save lives. We must acknowledge that for the first 5-7 minutes in an emergency, the true first responders are the people who are present at the time of the incident. This session will discuss ways to go from bystander to first responder.	*Rob Wylie, Vice President * Dr. Josh Bobko First Care Provider
	BUD	Panel: Using Non-State Funds	Building on the CSU 101 session, panel member Kara Perkins, Provost Ken O'Donnell and Debbie Brothwell will discuss the various funding sources, how they are allocated and how they can be used. Specifically from the perspective of the CSU, the University and Academic Affairs.	*Debbie Brothwell, Deputy Vice President, Finance (Retired); *Kara Perkins, Executive Budget Director, Chancellor's Office; *Ken O'Donnell, Vice Provost, Dominguez Hills
	PD	Communicating for Connections	We all have the ability to communicate in some form; the question is do you have the ability to make connections within your communication? In this workshop you will learn the power of communicating for connection. Words may be heard but what about emotions and non-verbal messages? Understanding the verbal, visual, and emotional connections is key to communicating for connections.	Debra Marcusson, M.Ed., Director of Professional Development & Training, Dominguez Hills
	SA	Feeling Safe in the Workplace: Your Safety Matters	Appropriate preparation can help to avoid crisis situations. Learn the things you can do now to be more prepared before a crisis. We will discuss ways for you to feel even safer in your workspace and campus. Benjamin Franklin's axiom that "an ounce of prevention is worth a pound of cure" is true when we think of safety. You will walk away from this session with additional tools to help yourself and your department improve.	Jeff Klaus, AVP of Student Affairs, Long Beach Allyson Joy, Emergency Preparedness Manager Christopher Brown, University Police Detective

3:30-5:00 pm Breakout 5:	HR	Reclassification & In-Range Progression	How to get more money! The contract for CSUEU allows for employees to obtain individual raises through in-range progressions and reclassifications; learn how to successfully apply for and receive a raise!	Nancy Kobata, Admin Analyst Specialist, Fresno
	BUD	Concur Travel and Expense Training and Overview	Concur is a comprehensive web-based tool that integrates travel request and expense reporting with a complete travel booking solution for higher education business travel. This session will provide participants with an overview of Concur and include a Q&A session for those campuses already using the system.	Daljit Khangura, Director of Accounts Payable and Travel, Sacramento
	PD	Keeping Sharp As We Age	We hear about it, read about it, talk about it. Aging! Let's discover some ways to make sure we stay at our best, by looking at a little data, practicing a few fun strategies, and talking about how we cope with the specter of slowing down before we're ready.	Mikele Hushing-Kline, Department Coordinator, San Luis Obispo
	SA	In My Backyard: Diversity and Inclusion in Staff Workplaces	Session participants will broaden their knowledge, awareness, and appreciation of diversity and inclusion efforts in higher education and the CSU. We will discuss everyday types of situations you may face at work and the personal, often emotional, nature of developing your awareness and sensitivity. Participants will take away ideas for small behavioral changes that can help support an inclusive work environment.	Marya Endriga, Associate Dean, College of Social Sciences & Interdisciplinary Studies, Sacramento
6:00-6:30 pm	----- Reception (included in ARC registration) -----			
6:30-8:00 pm	Dinner & Charity Baskets (included in ARC registration)			Hosted by CSU Dominguez Hills

**Friday, May 31, 2019**

8:30-10:00 am	----- Breakfast (included in ARC registration) -----
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9:00-10:00 am Closing Keynote	A Passion for Your Profession	<p>Attitudes are everywhere. They motivate, inspire, encourage, tear down, disable, and so much more. It doesn't matter what you think your attitude looks like; all that matters is what <i>they</i> think it looks like!</p> <p>We learn from everyone with whom we come in contact...good and bad. Take a hard look at what inspires and motivates you and prepare to be surprised. You'll pause. You'll ponder. You'll laugh out loud. Attitudes of appreciation, partnership, acceptance, perseverance and self-assurance serve to inspire businesses and individuals alike.</p>	Becky McCrary, Professional Speaker
10:15-11:15 am	Wrap-Up, Preview of Next Year, Raffle & Prizes		Robin Pollock, ARC Founder

Note: Looking for Leaders is a special pre-conference session that is an additional cost of \$125. Participants must be pre-registered in order to attend.