

ARC 2018 Pre-Conference and Breakout Sessions

Pre-Conference Sessions

May 29, 2018 @ 1:00 pm – 3:00 pm

Retirement Basics: CSUEU Pension & Benefits Workshop: May 29, 2018 1:00-3:00 pm

This session will cover your pension and benefits specific to before, during and after you retire. This session also includes information on the fiscal and political forces affecting our pensions and benefits.

May 30, 2018 @ 8:00 am – 9:30 am

CSU 101: A Different View of the CSUs

Whether you are a new employee or have been at your campus for years, this session will take a broad look at the CSU and narrow it down to your individual campus with regard to delegation of authority and budget. The session will include tips on using Data Warehouse and will give you a much better perspective on being part of the big picture.

Breakout Session #1: May 30, 2018 @ 1:00 - 2:30 pm

Faculty & Staff: Retirement 2-3 Years Out

Planning to retire in the next 2-3 Years? This session will cover topics specifically for those people who are planning on retiring within the next 2-3 years. It will cover CSEU Pension and Benefits but will give more attention to items specifically geared for those retiring within a few years.

Budget: Excel Intermediate

This intermediate excel session will focus on things such as formatting techniques and short cuts, formulas, date and time functions, and linking sheets.

Professional Development: When the Going Gets Tough, the Tough Become Leaders

This session will focus on the building blocks that make a great leader, by using a positive work approach to take personal responsibility, maneuver around negativity, and use better communication.

Students Matter: A Holistic Approach to Student Success

A team of San Francisco State University directors, advisors, and interns will discuss an integrated approach to student success with a particular focus on low-income and first-generation college students. Emphasis includes holistic academic advising, departmental collaboration, and internships within the context of the Graduation Initiative 2025. This 90-minute session will involve brief presentations, a few activities, and a question and answer period.

Breakout Session #2: May 30, 2018 @ 3:00 pm - 4:30 pm

Faculty & Staff: Compensation Equity

How equity and the median salary is compared across campus and against the CSU system.

Budget: Excel Advanced

This advanced Excel session will focus on things such as data validation, auto and advanced data filtering, useful ways Excel can help with "Schedule of Classes", "FAD", and other university reports. Converting Excel document to digital fillable PDF form will also be addressed.

Professional Development: How to Handle and Drive Change

In this session we'll explore how to make small changes which can make a big impact. By finding new and improved ways to do the little things we not only are more empowered and engaged, we also become more innovative and entrepreneurial.

Students Matter: A Holistic Approach to Student Success (this is a repeat of an earlier session)

A team of San Francisco State University directors, advisors, and interns will discuss an integrated approach to student success with a particular focus on low-income and first-generation college students. Emphasis includes holistic academic advising, departmental collaboration, and internships within the context of the Graduation Initiative 2025. This 90-minute session will involve brief presentations, a few activities, and a question and answer period.

Breakout Session #3: May 31, 2018 @ 8:30 am - 10:00 am

Faculty & Staff: Lecturer Entitlement and Evaluations

This session will explain the entitlement rules outlined in the CBA and how they impact lecturers' appointments. An entitlement and evaluation tracking tool will also be shared with you to take back and use on your campus. Having a clear understanding of the rules, how to apply them, and a tool at your disposal can make administering this task as simple playing BINGO.

Budget: Budget Tracking & Reconciliation - Department

San Marcos will present its successful and comprehensive Excel-based Shadow Budget system which will focus on **department** level budgeting. The demonstration will review managing data entry; data analysis with preset pivot tables, filters & slicers; and reconciliation. Although the emphasis is department level budgets, using pivot tables in data analysis is the focus so staff from both the college and the department are welcome to attend.

Professional Development: Faster, Better, Efficient

This session is about clever ways to get the things we have to do done faster so we can free up time for the things we want to do - without giving up quality.

Students Matter: PeopleSoft Tips & Tricks

Learn and share best practices on finding and accessing student/faculty/schedule/course information in PeopleSoft. Good for veterans and novices alike. All are welcome to share.

Breakout Session #4: May 31, 2018 @ 10:30 am -12:00 am

Faculty & Staff: RTP Panel

Is your campus still hauling around binders, or have you taken the leap into online WPAFs? Now that nearly half of CSU campuses have migrated from WPAF binders to Interfolio, how is it going? Panelists will share their successes and best practices with implementation and establishing processes for faculty, staff, and reviewers at all levels.

Budget: Budget Tracking & Reconciliation - College

San Marcos will present its successful and comprehensive Excel-based Shadow Budget system which will focus on **college** level budgeting. The demonstration will review managing data entry; data analysis with preset pivot tables, filters & slicers; and reconciliation. Although the emphasis is college level budgets, using pivot tables in data analysis is the focus so staff from both the college and the department are welcome to attend.

Professional Development: Take this Job and ...Love It

We spend a lot of our time at work, it makes sense to find ways to find joy on the job - which also makes us more productive. This session is about how to turn the job we have into the job we want using ten proven techniques.

Students Matter: CSU Graduation Initiative 2025 and how you fit into that plan

Come to learn about the system-wide initiative and the role that you as staff play in its success. You are an integral role to the initiative's goals of increasing graduation rates for all students while eliminating opportunity and achievement gaps.

Breakout Session #5: May 31, 2018 @ 1:30 pm - 3:00 pm

Faculty & Staff: Reclassification & In-Range Progression

What you need to know about Re-Classification and In Range Progression in the CSU. Working out of class? Tired of new hires being paid more while you train them? Learn how to navigate the HR process for re-classifications and in range progressions.

Budget: Budget Roundtable

Budget: 23 CSU's, 1 State Budget and MCI "Marginal Cost Instruction." Learn more by joining CSU Maritime Academy, CFO, Franz Lozano and Ryszard Dziadur, CBO, San Francisco State University for this engaging roundtable discussion. Those who sign up for this session will be solicited for their questions prior to the roundtable.

Professional Development: Communicating for Success: It's Not What You Say, It's HOW You Say It!

Understanding and using non-verbal techniques to enhance your professional communication skills.

Students Matter: Violence Prevention

De-escalating and Managing Conflict: Learn about how to approach conflicts in a way that helps to de-escalate them and even resolve them if possible. Take aways in this presentation will include a tool kit of questions and phrases that you can use to help work with clients or co-workers that have conflicts with your or with each, and safety tips and procedures for working with people who may become violent.

Breakout Session #6: May 31, 2018 @ 3:30 pm - 5:00 pm

Faculty & Staff: Reclassification & In-Range Progression (repeat of an earlier session)

What you need to know about Re-Classification and In Range Progression in the CSU. Working out of class? Tired of new hires being paid more while you train them? Learn how to navigate the HR process for re-classifications and in range progressions.

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Students Matter: Diversity Awareness

This session focuses on the speaker's insights, experiences and challenges with advancing multicultural diversity within higher education. He will draw upon his experiences as a psychotherapist, a teacher, a scholar and currently as an administrator to address some of the lessons learned in advancing and institutionalizing a culturally responsive and affirming educational environment.