

Pre-Conference Session: CSU 101: Different Views of the CSUs

This session will cover several topics of interest for New Employees, as well as those who have been in the CSU a while. 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 - the laws that govern how we spend what money – what it means to be a Public Institution. 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. And last but not least we'll look at the results of all of this by reviewing reports from the CSU Data Warehouse with some hands on tips as to how to use the Data Warehouse.

Breakout Session #1: May 31, 2017 @ 1:30-3:00 pm

Human Resources: Policies & Procedures

The CSUSM Office of Human Resources (OHR) management team will share information on several campus processes/practices from an HR Services and Labor/Employee Relations perspective. This session will be designed to discuss some of the most relevant “hot topics” currently impacting campuses, and will provide information and resources to assist Academic Resources teams with navigating these complex areas. Ample time will be provided at the end of the session for general question and answer with the OHR management team.

Budget: Excel - Tips & Tricks

Get more from your data with less effort with Excel 2016 Tips and Tricks. In this session, you will learn several tips for handling financial data. These tips include transforming text, filtering, conditional formatting, pivot tables, charts, and much more.

Professional Development: Informal Leadership

How to motivate yourself and others to step up with or without a title.

It takes a lot to step up and lead when you don't have “formal authority.” It is risky, takes a lot of energy and takes time away from your to do list. Is it worth it? You bet and here is why:

- Leading boosts meaning (Several studies show taking a “Meaning orientation” at work is the #1 way to increase your energy at work)
- Leading boosts collaboration (Several studies show taking a “collaboration orientation” at work is the #2 way to increase your energy at work)
- Leading boosts learning (Several studies show taking a “learners orientation” at work is the #3 way to increase your energy at work)

Leading with or without a title is not only a win for your organization, it is a big win for you, your coworkers and your career. This program will outline the top 3, evidence based ways you can lead more, accomplish more and enjoy work more no matter what your title says.

Students Matter: Integrated Advising

Intrusive Advising has been an industry best practice for many years. But can intrusive advising still be performed in silos which force students through a disconnected experience at the university? How can faculty and staff advisors from different areas of the university integrate their efforts to provide “student centric” advising (vs. department or program centric). This session covers strategies, tools and how support staff can help facilitate an integrated advising approach.

Breakout Session #2: May 31, 2017 @ 3:30-5:00 pm

Human Resources: Documenting Workflows

Many of us perform tasks every day that are not thoroughly documented. In this workshop, you will have an opportunity to learn the tools and techniques you can use to document the essential tasks you perform. These tools include screenshot and screencast software as well as document templates. The resources you create can be invaluable when handing off a task by saving time and reducing errors.

Budget: Excel - Tips & Tricks (repeat)

Get more from your data with less effort with Excel 2016 Tips and Tricks. In this session, you will learn several tips for handling financial data. These tips include transforming text, filtering, conditional formatting, pivot tables, charts, and much more.

Professional Development: Handling Difficult Conversations

Difficult conversations are part of life at work and at home. They are conversations about the things that matter most such as broken promises, violated expectations, or bad or inappropriate behaviors. They might be with your significant other, your boss, your teenager, or a coworker, but they all have one thing in common, if handled poorly, they can turn into arguments that may have devastating and far-reaching consequences.

By the end of this program, you will be able to:

- Use a five-step process for conducting a difficult conversation.
- Prepare for your difficult conversations in three steps.
- Manage the emotions triggered during the conversation - yours and theirs.
- Use three tools to turn your difficult conversations into positive discussions.

After this program, you will look at difficult conversations differently. You will have the confidence and tools to handle them so you get the results you want while maintaining good relationships.

Students Matter: Working with Undocumented Students

More than ever, undocumented students are experiencing fear, despair and uncertainty about the future. CSU's must create a campus culture of knowledge and sensitivity to the issues faced by this population in order to increase their degree attainment. This session will cover the unique social, political and academic conditions faced by undocumented students on a day to day basis. Participants will gain knowledge of the student landscape, state and federal policies, tools to better support students on their campuses, and available resources to become allies and ultimately advocates of undocumented students. Participant will also have an opportunity to put into practice their knowledge through case scenarios and hear from CSU students

Breakout Session #3: June 1, 2017 @ 10:30 am-12:00 pm

Human Resources: Retention, Tenure & Promotion: From Paper to Electronic

Be ahead of the change and see where the Retention Tenure and Promotion Process is heading.

Open discussion: Working Personnel Action File binders vs. Online.

What are your most difficult challenges with your RTP process?

How do you think your campus will adapt to the change of the online process?

Bring your best practices to the table on how to make RTP processes better.

Budget: Budget Tracking & Reconciliation Systems

In this session, you will see how budget is managed at a department level as well as at a college level. Lani Woods will demonstrate how she manages her \$5M budget of salary, benefits, and OE at the department level. Gina Pierce will demonstrate how she manages her \$20 million budget of salary, benefit, and OE at the college level (20 departments and programs). Demonstration of excel usage will follow with a time for question & answers.

Professional Development: Powerful Business Writing

Today, you have to write more than ever before. You write emails, letters, memos, reports, and proposals. At the same time, your readers are being overwhelmed by the number of documents they receive. The challenge is to get your documents read and to get your readers to do what you want while building or maintaining good relationships with your readers.

By the end of this program, you will be able to:

- * Use a step-by-step process for writing any document quickly.
- * Improve your writing immediately using the tools you will learn.
- * Avoid the four things that upset readers.
- * Use the three secrets to writing great documents that get the results you want.

After this program, you will be able to write documents that get the results you want and you will be able to write them faster and with less effort.

Students Matter: Helping Students with Disabilities and ADA Considerations

A Current Look at Students with Disabilities in Postsecondary Education: A lot has changed since the first passage of the Americans with Disabilities. The CSU has seen a steady increase in the number of students pursuing a postsecondary education with a wide assortment of disabilities. The majority of students registered with Disability Support Services Offices have a hidden disability and many have a mental health impairment. Learn more about best practices in how to work with our students with disabilities as well as what the future looks like for this most truly diverse student population.

Breakout Session #4: June 1, 2017 @ 1:30 am-3:00 pm

Human Resources: Retirement

Retirement: Everything you need to know about CalPERS vesting requirements; appointment logistics; medical and dental benefit retention; optical benefits; Medicare issues; three factors that determine your pension; PERS retirement options; and the role of unused sick leave on your pension.

Budget: Unit 3 Faculty Appointments

Do you struggle with determining which faculty job classification to use or how to calculate faculty salaries? If so, please join us as we discuss Faculty Salary and Pay schedules, Equivalent WTU timebase, Faculty Appointment Types, and How to Calculate Faculty WTU's and Salaries.

Professional Development: Handling Difficult Conversations (repeat)

Difficult conversations are part of life at work and at home. They are conversations about the things that matter most such as broken promises, violated expectations, or bad or inappropriate behaviors. They might be with your significant other, your boss, your teenager, or a coworker, but they all have one thing in common, if handled poorly, they can turn into arguments that may have devastating and far-reaching consequences.

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Students Matter: Student Travel/Field Trips: Risks and Liability Issues

A key value of the CSU is 'learning by doing' and did you know this value is not mutually exclusive toward sound risk mitigation strategies? Reducing risk is as much about reducing the frequency and severity of financial loss as it is about mitigating the uninsurable consequences of loss. Participants to the session will receive some pragmatic risk management points-of-view as it relates to this critically important CSU value.

Breakout Session #5: June 1, 2017 @ 3:30 am-5:00 pm

Human Resources: Retirement (repeat)

Retirement: Everything you need to know about CalPERS vesting requirements; appointment logistics; medical and dental benefit retention; optical benefits; Medicare issues; three factors that determine your pension; PERS retirement options; and the role of unused sick leave on your pension.

Budget: Budget Roundtable

Do you ever wonder how things are done at other campuses? Are they facing the same budget challenges that your campus is facing? Do you have specific questions you would like to ask? If so, this is your opportunity! Those who sign up for this class will be solicited for their questions prior to the roundtable. Responses will drive the content of this roundtable. This is an awesome opportunity to network!

Professional Development: Effective Communication

Have you ever asked: Why is it that those folks in the academic departments just don't seem to listen to reason when it comes to accountability and operational responsibility? Or have the folks in the departments ever said those folks in Accounting just don't get it? What about the Administration? Are they being too demanding, continually expecting more than is humanly possible? The challenge with many diverse folks that together create the fabric of a university centers around the ability to understand each other and use information to create results.

"What's Your Strong Suit" is an interactive program that connects the dots between our natural personality profiles and our methods of communication. Participants will learn:

- To evaluate, using a simple process, what their natural communication style is and how that relates to their model of the world.
- To understand the positives, negatives and natural tendencies of the four major communication styles.
- How to apply the communication styles to interpersonal interaction to improve workplace communication.
- Understand how the natural tendencies of others outside of your learning and communication style impacts decision making.

Students Matter: Case Management and Working with Students in Crisis

University staff sometimes encounter students who are in a state of crisis. The intensity of emotion and issues brought up by the students can be a challenge to navigate and knowing how to respond to the crises presented can feel intimidating. This session will help staff develop strategies to de-escalate students who are upset and determine the best ways to respond to them and get them connected with the right resources on- or off-campus. The presenters will review some basic ideas around case management, mitigating risk, creating calm and scope of practice.