

Professional Development Day at Texas A&M University-Commerce

October 7th, 2021



Agenda

(all sessions occur in Rayburn Student Center)

8:30 – 9:00	Breakfast/Meet and Greet*
9:00 – 09:15	Provost's Address
9:15 – 11:00	Key Note Speaker: Greg Hawks**
<i>(https://hawksagency.com/keynotes/)</i>	
11:15 – 12:00	Breakout Session 1
12:00 – 1:00	Lunch*
1:00 – 1:45	Breakout Session 2
2:00 – 2:45	Breakout Session 3
3:00 – 3:45	Breakout Session 4
4:30 – 6:00	Mixer at Cork and Brew***

Organized by Training & Development
Register Now! (www.tamuc.edu/developu)



**breakfast, lunch and snacks provided by the VPFA office*

****Key note provided by the President's office**

*****Drink tickets/snacks provided by the Center for Professional Development**

8:30 – 9:00 A.M.

Breakfast / Meet & Greet

9:00 – 9:15 A.M.

President's Address

9:15 – 11:00 A.M.

"Navigating the Rapids of Change"

Keynote Speaker: Greg Hawks | RSC Conference Rooms A, B, C

The three elements that create rapids in a river are the same that create rapids in the workplace: Pressure, Obstacles, & Terrain Change. We've had A LOT of change in 2020 and 2021. How do we effectively navigate these tumultuous times and stay on course? In every raft, there is a guide. Their model of leadership gives us a perspective about how we can effectively contribute to the success of our teams. Learner Outcomes: 1. Recognize the difference between the internal and external characteristics of pressure and obstacles. 2. Learn to love obstacles. 3. Gain insight into leading like a guide, which appears contrary to standard leadership thinking.

11:15 A.M – 03:00 P.M.

"Mental Wellness Come and Go Session!"

Crystle McIlveene | Room: RSC Inspiration

The Employee Wellness Program will host adult coloring and free style art. Did you know coloring reduces stress and anxiety, improves motor skills, vision, and focus? This is a come and go session that will be open all day. Stop in when you have a few minutes to decompress. Coloring pages will be provided for individuals that want to sit back, relax and color. When finished make sure to print your first & last name, department, email, and phone number on the back of your art. Post to the

coloring judging wall, the top 3 will win a prize! Sketch paper will be available for individuals who want to get creative by drawing a picture that represents what TAMUC spirit is to you.

11:15 A.M – 12:00 P.M.

“Compensation & Classification - HR Supervisor Toolbox Training Part 1 of 4”

Tammi Thompson | Room: RSC Innovation B

This course will provide tools and job aides for supervisors to edit/create position descriptions and request salary increases, promotions, and reclassifications. This course will also include information about where to locate pay grade listing, forms needed for compensation and classification updates, and master title listing from system. Managers will also learn the procedure for requesting a salary review for themselves, their team, or an individual employee. The overall purpose of this course is to help educate supervisors on procedures and processes for classification and compensation items.

“Tiktok, Youtube, and websites...Oh my! Using technology as a means of student assessment.”

Amanda L Divin | Room: RSC Determination

Tired of reading boring, poorly written student papers? Looking for a way to integrate more technology into your teaching repertoire? Don't know what someone is referring to when they say "social," "tiktok," "YT shorts," or "the gram"? If you answered yes to any of these questions, this presentation is for you! Technology has changed the ways individuals seek and get knowledge, communicate, and work. For those of us in higher education, if the swift move to online education during COVID-19 has taught us anything, it's that using technology when teaching is here to stay. But technology integration into the classroom is more than just live-streaming a class or giving video feedback. Numerous applications exist which can be used to replace traditional written assignments. Replacing 'old-school' assignments with versions that require and utilize technology will not only improve students' skills, but also decrease time spent grading. It's a win-win for everyone! In this session, attendees will: (1) Be introduced to several commonly used apps; (2) Brainstorm ways to utilize such apps as student assignments; (3) Be shown examples of student assignments and corresponding rubrics utilizing such apps; and (4) Create a basic assignment and rubric for use in their specific teaching content area.

“Navigating Retirement as a Participant in the Optional Retirement Program (ORP)”

Jim Arrington & Drew Arrington | Room: RSC Ambition A

As a participant in the Optional Retirement Program (ORP), there are many critical decisions that must be addressed. These include asset allocations, voluntary account participation, distribution options, and navigating required minimum distributions (RMDs). We will also discuss social security

and retiree health insurance options. This seminar is a great resource for all those participating in the ORP.

“Practicing Civility”
John Humphreys | Room: RSC Pride

Civility is the result of self-awareness and how you respond to others. Civility is a display of positive behaviors that produce feelings of respect, dignity, and trust. Civility matters because treating one another with respect is requisite to communicating effectively, and building a positive workplace and community.

“YOGA!”
Lauren Rhodes | Room: RSC Traditions

During the session, participants will be guided through a basic yoga practice that will include stretches, breath work, and mindfulness. BYOyogamat: We have some yoga mats but please bring your own if you have one.

“Diversity, Equity and Inclusion at TAMU-Commerce”
Joyce Miller | Room: RSC Ambition B

This session will address the work of the Diversity, Equity and Inclusion Committee at TAMUC and the role of faculty, staff, and administration, every University employee in creating an open and welcoming University community.

“Round table with Purchasing and Accounting”
Jessica Gossett, Logan Taylor, Kevin Ashmore| RSC Determination

Any and everything you ever wanted to know regarding purchasing and accounting. In this session we will go over any questions or concerns you may have regarding purchasing and accounting. This will be an informal session format.

12:00 – 1:00 P.M.

“Professional Development Day Networking Luncheon”

Training & Development | RSC Conference Rooms

If you register and attend at least one breakout session, please join us for a network lunch! This will be a great time to catch up with old friends and make new ones with colleagues across campus. If you have any dietary restrictions, please email training@tamuc.edu.

1:00 – 1:45 P.M.

“Talent Acquisition - HR Supervisor Toolbox Training Part 2 of 4”

Amy Patrick | RSC Innovation B

Talent acquisition refers to the process of identifying and acquiring skilled personnel to meet your organizational needs. As your strategic partner in this process, we are here to assist you with compliance and hiring standards for identifying, acquiring, assessing, and hiring candidates to fill open positions. Join us for a “Hiring How-To” as we review our updated Hiring Procedures and guidelines. At the conclusion of this session, you should have the necessary training, tools and support to assist in achieving hiring efficiencies for your department.

“Finding Work-Life Balance in Post-Pandemic Times” College of Innovation and Design | RSC Ambition B

Has the pandemic thrown your life in disorder? Are there aspects of your return to work that are or aren't working? Are there aspects of the past year working remotely you hope to retain? In this 45-minute breakout session, we'll introduce you to a new set of tools to navigate your life and career. Join our interactive workshop where you'll develop 1) an immunity to failure, 2) explore your week to maximize those activities that energize you, and 3) map out strategies to attain more work-life balance.

“Choose Your Life Adventure” Angela Owens | RSC Legacy B

Welcome to the Rebellion (yes, you even get a sticker for it); we are the main characters in our stories. We slay dragons, find treasure, save the princess (or prince or non-binary royalty), and live our life as every day is an adventure. How do we do it? We've taken our love of games and gamified our lives to help us achieve our long-term goals by breaking them down into levels, boss-battles, and challenges. We apply this process to goals, projects, and self-development. All supported by research and experience. And now I want to show you how to do it.

“Back to Basics with Civil Rights/Title IX” Michael Hill | RSC Dedication

As a means of conflict management we will examine definitions and scenarios concerning Civil Rights and Title IX. 1. Reintroduction of Civil Rights and Title IX (Consent, Discrimination, Harassment, Protected Classes and Retaliation) 2. Reading a series of case studies and allowing participants to examine/interpret. 3. Review and address remaining questions.

“Focus On...Your Past, Present and Future Leader...YOU”

Brian Zator |RSC Pride

My overall theme is "Leadership is Influence." This phrase has been coined by leadership expert, John Maxwell, for decades but it still rings true today. Through questions and interaction with the attendees, personal stories, and examples from Maxwell's book, "Developing the Leader Within You", we will focus our time on three main areas of personal leadership growth. Overall, our faculty have spent thousands of hours honing our craft to be the best at what we do. However, how many intentional hours have been spent focusing on becoming a better leader? Not just a manager or better teacher...but being a person of positive influence in all facets of our life beyond learning by trial and error? This session will help inspire and encourage attendees to become intentional and Focus On their overall influence and develop their own leadership growth and journey. 1. Focus On...the Past. We will learn quick ways of reflecting on Gratitude in our lives. This process will include an interactive portion of the session to allow attendees to create a sense of accomplishment and satisfaction, even in the small wins of life. 2. Focus On...the Present. Using tools from Maxwell's book, we will discuss strategies of prioritization that attendees can use personally AND help their students discover ways to be more efficient and productive. Additionally, we will discuss ways attendees can learn more about what strong leadership looks like and areas to focus upon to grow personally in the present. And above all, realize that leadership isn't about what you do, it is about who you are and how you create a community of loyal followers. 3. Focus On...the Future. I will present a focused set of resources that attendees can explore on their own leadership journey. This will be another time of motivation to guide attendees on how to be intentional about personal leadership growth.

“Earth-Kind Landscapes for Texas-Tough Conditions: Beauty and the Heat!”

Derald Harp| RSC Innovation A

In this session, we'll discuss how to manage landscapes for the tough conditions we have in northeast and north-central Texas! From bed prep and planting, to maintenance and plant selection, we'll help you find plants that will not only enhance your landscapes, but also do so with minimal use of fertilizers and irrigation.

“Navigating Retirement as a Participant in Teachers Retirement System (TRS)”

Jim Arrington & Drew Arrington | RSC Ambition A

We will cover Teachers Retirement System (TRS) in detail. The topics will include vesting rules, standard benefit calculation, and pension qualifications (Rule of 80). We will also discuss the voluntary retirement plan options and social security. The purpose of this seminar is to connect the dots between the various retirement programs offered to university employees.

“Issues in Women’s Health” Hunt Regional Healthcare | RSC Determination

Pelvic floor dysfunction is a common issue among women of all ages. Problems can include prolapse, urinary incontinence, and other problems. Our outpatient pelvic floor therapy program in Greenville helps patients with bladder and bowel problems, pelvic pain, and surgery recovery at Hunt Regional Medical Center in Greenville. Led by an all-female staff, our compassionate, certified therapists offer personalized rehabilitation. Your gynecologist, primary care provider, urologist, or other specialist may recommend therapy to help improve the strength and function of pelvic floor muscles in order to relieve pain, weakness, or tightness. Who Can Benefit from Pelvic Therapy? Pelvic dysfunction can arise from childbirth or trauma, aging and hormone changes, prior surgery or injury, endometriosis, cancer, or other illnesses. We will discuss several disorders and conditions that can cause pelvic problems. Our therapists help patients understand how the pelvic muscles operate.

2:00 – 2:45 P.M.

“Leave It in The Dressing Room” Michael Casias | RSC Dedication

I think we can all agree that sometimes it is hard to be the best that we can be. Often we may experience something personally or professionally that we tend to carry with us throughout the rest of our day. Maybe you spilled your coffee on yourself or had a rather unpleasant conversation first thing in the morning. While these may bring you down it is important that we do not allow these experiences to bring others down with us. This session covers various scenarios and hopefully helpful tips that allow us to be our best selves and leave the rest in the dressing room!

“Fun 'N Games Facilitation” Katy Williams | Room: RSC Ambition B

Teambuilding activities are unavoidable realities of working on a team, yet facilitating fun, interactive, and meaningful activities can sometimes be a challenge. This workshop is designed to help participants grow more confident in designing and facilitating team building activities. Participants will learn various strategies in selecting, developing, and facilitating team building activities while participating in a variety of activities. By the end of the interactive workshop, participants will have at least 3 new game ideas and a variety of resources to take back and implement with any team with which they work.

“Showcase your research with Velma K. Waters Library” Sarah Northam | Room: RSC Ambition A

Velma K. Waters Library is excited to announce the launch of A&M-Commerce Digital Commons. Digital Commons is an “Institutional Repository” which is a web accessible collection of published research, data, and various materials related to A&M-Commerce. The purpose of A&M-Commerce Digital Commons is to collect, preserve, and make publicly accessible the works produced by faculty, staff, and students at A&M-Commerce. This session is designed to show you the benefits of A&M-Commerce Digital Common for not just faculty research, but also departmental and committee materials.

“Navigating the Leadership Journey for Future Leaders, new Leaders, and Leaders who are New Again” Eric Branscome | RSC Pride

If leadership is a journey, we can assume there is a beginning, an ending, and a wealth of opportunity in between. But while the destination may be easier to identify, the starting point is not as well defined. People considering their potential for leadership may question if they have what it takes to be a leader without really knowing how to measure that. New leaders are commonly filled with questions as they navigate a new phase in their career, usually stepping out of the comfort zone of what they were really trained to do. Finally, even veteran leaders commonly experience frustration and a general sense of unease when they find themselves in a new position. This session will address strategies for prospective leaders, new leaders, and leaders in transition: • know thyself: Recognizing your strengths, tendencies, and isms. • Common pitfalls and how to avoid them • Reminders: Common leadership strategy reminders that we all need • Resources: When you need extra help.

“Introduction to Institutional Data” Jeremy Anderson | Innovation A

In this session we will take a look at different data points and websites that will help users find meaningful data about Texas A&M University-Commerce.

“Visual Privilege” Angela Owens | RSC Legacy A

Are you aware of your privilege? I struggled with understanding my privilege as a white female until a friend shared the privilege beads exercise with me. This popular exercise gives a visual representation of the things to help and hinder you and our students. This activity is not meant to make anyone feel guilty or ashamed around having and not having a privilege, but to make you aware of it. While it strives to capture many identities and privileges, it won't capture all of them. The goal is to demonstrate the complexities of identity, status, privilege and begin the conversation of how we, as a school and you as a person, can help.

“Building a Culture of Evidence” Alison Soeder | RSC Determination

Do you find it difficult to connect assessment with planning in meaningful ways? When you consider making data-informed decisions, do you not know where to start? Thinking strategically and making evidence-based decisions can be challenging when operating under tight time frames or with limited information at hand. This session will explore how to think about developing a culture of evidence in your department, where regular data collection can inform intentional decision-making. Attendees will reflect on the current culture of evidence in their departments and brainstorm strategies for building more meaningful assessment and strategic planning processes. As a result of attending, participants will be able to • Articulate what is meant by a “culture of evidence” • Evaluate the culture of evidence in their unit • Identify two strategies for improving the culture of evidence in their unit.

“Total Rewards - HR Supervisor Toolbox Training Part 3 of 4” Crystle Mcilveene | Innovation B

This course will provide supervisors with important tools to become successful in navigating time and leave situations for their employees. Supervisors will be more knowledgeable about the Employee Assistance Program and how it could help themselves and their employees. Encourage supervisors to promote timely completion of the Two-Step Wellness incentive requirement. Educate Supervisors on the Total Rewards steps to off boarding a terminating/retiring employee.

3:00 – 3:45 P.M.

“How to Build a Better Survey” Chris Warner | RSC Dedication

A presentation on basic survey design principles to help academic and administrative departments collect information relevant to their need, including examples of common errors to avoid and overall design philosophy.

“Would your department like to hire a work study student worker? You have questions, we have answers!” Christina Yoakum | RSC Determination

As more and more staff/faculty hire work study students on campus, we would like to present the most updated information and steps to hiring success. Some questions to ask when hiring a work study student are: have they been awarded federal or state work study? Am I considering their awarded amount with the amount to be paid over the fall and spring semesters? Have they been awarded for fall/spring or summer? Answers to these questions will be available as well as many more!

“Performance Improvement Plans - HR Supervisor Toolbox Training Part 4 of 4”

David Giles | RSC Innovation B

Performance Improvement Plans (PIP) are designed to assist underperforming employees understand the actions they need to take to meet their job duties, which will keep them in good standing with the university. In essence, PIPs are for employees who are operating at a talent, skill or ability. Administering a PIP does not necessarily mean that the employee is not working hard enough - quite the contrary. It could be that an employee has had insufficient training, or that there has been a pivot in your unit operations. Accordingly, a critical part of the PIP process is to identify the root cause of any performance issues, before setting up a PIP. When the manager/supervisor decides to administer a PIP, it is a tangible way for them to support that employee in their role. The PIP option provides the employee a chance to learn, grow and improve. PIPs are not intended as discipline or punishment. In fact, the use the PIP option, instead of terminating or disciplining an employee, can lead to a better company culture and employee morale and minimize employee turnover, which saves the university time and money. This presentation details how to construct an effective performance plan and presents ways to make sure your PIP reaches your objectives.

“Developing and maintaining a dual modality class”

Salvatore Attardo | RSC Pride

A dual modality course is offered F2F and online simultaneously and with the same syllabus in both sections. In this presentation, I will outline the differences and advantages of a dual modality class, as compared to a F2F and an online only class (or any hybrid format). The presentation is focused on practical guidelines for creating a new course from scratch or converting an existing course to dual modality. Tips are also provided for maintaining the class when it is offered over several semesters.

“Learning and Relaxation with Waters Library”

Sarah Northam | RSC Ambition A

Velma K. Waters has a wide variety of resources available to faculty, staff and students. This session is designed to show you the ins and outs of learning a new language, streaming a documentary, finding a good read, or even watching an Opera. Make sure you are taking advantage of all the exciting opportunities available through the library.

“Commitment to Compliance”

Katelyn Severance | Ambition B

Exploring why Compliance is important to every person in our campus community, how Compliance impacts you, and what you can do to be a Compliance Champion in your department.

“Wills, Probate and Trusts”
EDGAR J GARRETT | RSC Innovation A

The presentation will acquaint the participants with the esoteric issues involved in making and working with Wills, the probate of an estate process and the use of trusts.

4:30 – 6:00 PM

“Networking Mixer”
Cork & Brew | Downtown Commerce

Join us at our first annual mixer for a fun end to Professional Development Day!
Drink tickets will be provided when you pick up your registration packet.
Sponsored by the Center for Professional Development