



Texas A&M AgriLife's 2019 Conference
Employee Development Symposium Agenda & Details

Location: Andras Classrooms A&B, Thomas G. Hildebrand, DVM '56 Equine Complex
3240 F&B Road, College Station, TX 77843

Wednesday, January 9, 2019

Time	Session Title/Description	Presenter
1:30 – 4:30 p.m.	The Power of Three: Awareness, Alignment and Authenticity Build better teams, improve customer service, be more fulfilled in your life and your job.	Frank Keck, CEO CoreBuild

Thursday, January 10, 2019

Time	Session Title/Description	Presenter(s)
8:00 – 10:00 a.m.	Workday – The Journey Continues The AgriLife Human Resources & Payroll team will share tips & tricks learned during the 1st year on the Workday journey. Topics will include: identifying where actions are in the process, hiring & onboarding hints, future updates, & more! Topics: Hiring & Onboarding Workday Hints Biweekly Timesheets in Workday	AgriLife Staff HR/PAY/BEN

10:00 – 10:15 a.m.	BREAK	
Time	Session Title/Description	Presenter(s)
10:15 – 11:15 a.m.	<ol style="list-style-type: none"> 1. Aggie Buy – Highlights 2. Historically Underutilized Business [HUB] – Updates 3. Procurement of Goods & Services per Uniform Guidance 2 CFR200 -.317-326 Effective 9/1/2018 – Overview 	<ol style="list-style-type: none"> 1. Lindsay Weber 2. Jamie Vykukal 3. Dee Ann Schneider
11:20 – 11:45 a.m.	<p>AgriLife Contracts Update from the AgriLife Contracts Office on non-sponsored agreement as well as Industry and Commodity agreements. Topics to include policy updates, hotel/ catering agreements, Maestro updates, etc.</p>	Loree Lewis Paula Mathers Sabrina Allan
11:45 a.m. – 1:00 p.m.	LUNCH & PRESENTATION	
	<p>Title IX: In your role with AgriLife, do you know your responsibilities regarding Title IX and Civil Rights Compliance? This presentation provides an overview for responsible employees and reporting requirements under Title IX and A&M System Regulation 08.01.01, Civil Rights Compliance, including a sample case study.</p>	Rick Olshak, Director Title IX Compliance TAMUS
1:00 – 1:30 p.m.	Sponsored Research Services (SRS) - Update	Julie Bishop, Associate Executive Director, SRS
1:35 – 2:35 p.m.	<p>Banking & Receivables Learn about the latest in the Banking and Receivable processes, including iPayments, wire transfers, credit card handling and more.</p>	Kristin Baggett

Time	Session Title/Description	Presenter(s)
2:35 – 2:55 p.m.	BREAK	
2:55 – 3:55 p.m.	<p><u>Accounts Payable – Travel & Payment Card in Concur</u> Basics and fundamentals discussion on submitting payment card expense reports in Concur, including tips on reallocating expenses, attaching receipts, providing accurate state documentation/ form AG-610, cardholder submission responsibilities, and frequently asked questions.</p>	Jay Avila
4:00 – 5:00 p.m.	<p><u>Export Controls</u> The basic build of promoting a culture of ethical export control compliance is foundationally placed upon providing high quality customer service in tandem with centralizing compliancy functions. Because export controls laws are dynamic and fluid, compliancy is reinforced through communications at all facets of the export control arena.</p> <ul style="list-style-type: none"> • General Overview • New Topics and Updates • Specific Requests: Travel, Shipping, International Employees, Visiting Scholars 	Lauren Schroeder Jamie Ausley Alexandra Cleghorn

Human Resources

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