

TEXAS A&M AGRI LIFE

**Employee Development Event
Business Administrator and Business Office Staff
The AgriLife Complex
John Kimbrough Blvd
College Station, TX
April 2 – 4, 2013**

**Day One
Tuesday,
April 2, 2013
The AgriLife Center**

Morning Break

8:00 – 8:20 am

Welcome and Introductions

8:20 – 10:00 am

**Texas A&M AgriLife's Administrative Services Survey
Presentation of Results, Discussion & Feedback
Presenter: Steve Schulze**

10:00 – 10:30 am

**AgriLife Contracts Office
Presenters: Debbie Cummings, Paula Mathers**

10:35 – 11:20 am

**Disbursements
Presenters: Shiao Yen Ko, Kim Payne**

11:30 am – 1:30 pm

**Catered Luncheon
Guest Speaker: Heidi Wright**

1:40 – 3:10 pm

**Travel (includes OSRS component)
Presenters: Susan McNeese, Shiao Yen Ko, Kim Payne
& OSRS: Dana Thomas & Diane McDonald**

Afternoon Break

3:45 – 5:15 pm

**Laserfiche
Presenters: Bob Hensz &
Alyce Ghedi
Reed Arena 203**

**Budgets: Following the Money
Trail
Presenters: Kay Schubert &
Andrew Juranek
Reed Arena 204**

5:30 – 7:30 pm

**Texas A&M AgriLife Social
Coordinator: Gina Konderla
The AgriLife Center**

<p style="text-align: center;">Day Two Wednesday, April 3, 2013 The AgriLife Center</p> <p style="text-align: center;">Morning Break</p> <p style="text-align: center;">Afternoon Break</p>	<p>Employee Development Event Business Administrator and Business Office Staff The AgriLife Complex John Kimbrough Blvd College Station, TX April 2 – 4, 2013</p>	
	8:00 – 8:10 am	Welcome, Overview Day One, Housekeeping
	8:10 – 8:55 am	<p style="text-align: center;">Research Compliance: Maestro Presenter: Tribbie Sandner & OSRS' Diane Gilliland & Jim Joyce</p>
	8:55 – 9:40 am	<p style="text-align: center;">Research Compliance: Financial Conflict of Interest Presenter: Tribbie Sandner</p>
	9:45 – 10:15 am	<p style="text-align: center;">Research Compliance: IBC, IRB, IACUC/AACUC Presenters: Alyce Ghedi & Bill Gray</p>
	10:30 – 11:15 am	<p style="text-align: center;">Export Controls: It's Not Just Sponsored Research! Presenters: Lauren Schroeder & Bob Hensz</p>
	11:20 – 11:50 am	<p style="text-align: center;">Risk & Compliance General Q&A</p>
	12:00 – 2:00 pm	Catered Lunch with OSRS
	2:00 – 3:15 pm	<p style="text-align: center;">HR/Payroll Presenters: Jennifer Humphries, Joy Bading, Gari Jones, Jeanette Phillips, Joe Corn, Karisa Cherry</p>
	3:30 – 4:00 pm	<p style="text-align: center;">Property Presenters: Cyndie Michalak, Sharon Gillespie</p>
	4:05 – 4:50 pm	<p style="text-align: center;">Benefits Presenters: Dana Daugherty, Vicki Welch</p>
	4:50 – 5:00 pm	Debrief & Adjourn, Day Two
	Open Evening/Dinner on Your Own	

<p>Day Three Thursday, April 4, 2013</p> <p>Morning Break</p>	<p>Employee Development Event Business Administrator and Business Office Staff The AgriLife Complex John Kimbrough Blvd College Station, TX April 2 – 4, 2013</p>			
	7:30 – 8:30 am	<p>Q & A with AgriLife Administrative Services [@ request of Business Administrators] Presenter: Steve Schulze Location: AGLS 129</p>		
	8:30 – 10:00 am	<p>Section Meetings Location AGLS 129, AGLS 517, AGLS 132</p>		
	10:15 – 11:45 am	<table border="1"> <tr> <td> <p>Laserfiche Presenters: Bob Hensz & Alyce Ghedi Location: AGLS 129</p> </td> <td> <p>Procurements & HUB Presenter: DeeAnn Schneider & Noel Mason Location AGLS 517</p> </td> </tr> </table>	<p>Laserfiche Presenters: Bob Hensz & Alyce Ghedi Location: AGLS 129</p>	<p>Procurements & HUB Presenter: DeeAnn Schneider & Noel Mason Location AGLS 517</p>
	<p>Laserfiche Presenters: Bob Hensz & Alyce Ghedi Location: AGLS 129</p>	<p>Procurements & HUB Presenter: DeeAnn Schneider & Noel Mason Location AGLS 517</p>		
	11:45 am	<p>Debrief & Conference Adjournment</p>		
	12:00 – 5:00 pm	<p>Open Schedule <i>Appointments, Meetings, Training, Tours, etc.*</i> <i>*assistance with scheduling available upon request</i></p>		
	1:30 – 4:30 pm	<p>Maestro Q & A & Open Discussion Tribbie Sandner Location TBD</p>		
12:00 – 6:00 pm AGLS 132 HORT 119X HORT 119X HORT 119X HORT 119X HORT 119X	<p><u>FAMIS Classroom/Computer Lab Training</u> Requisitions & HUB (Noel Mason & DeeAnn Schneider) Preliminary Fixed Assets & Fixed Assets (Cyndie Michalak) EPA (Joe Corn) Approver/Signer, DBRs & CANOPY (Gwen Tucker) Limited Exempts (Kim Payne) Receiving, Invoicing & Departmental Corrections</p>			