

# 2007 CAHNRS and WSU Extension Employee Development Conference

Tuesday, August 7<sup>th</sup> – Thursday, August 9<sup>th</sup>, 2007

*Samuel H. Smith Center for Undergraduate Education (CUE)  
M. E. Audrey H. Ensminger Agricultural Pavilion  
Pullman, Washington*

## TUESDAY, AUGUST 7<sup>TH</sup>

Opening Session		Ensminger Pavilion
Registration Table Opens		7:30 – 9:00
Introduction / Welcome		9:15 – 9:45
Keynote – Meeting Life’s Changes / Challenges		9:45 – 10:30

<b>Break</b>		<b>10:30 – 11:00</b>
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Ice Breaker – Yoga for the Workplace	11:00 – 11:45
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<b>Lunch at the Pavilion</b>		<b>11:45 – 1:00</b>
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Concurrent Session One		1:15 – 2:30
Registration continues in the Atrium		CUE
A - 1	Farm and Greenhouse Safety	CUE 319
B - 1	Purchasing Card Training (part 1 of 2)	CUE 219
C - 1	Background Checks for Volunteers	CUE 202
E - 1	Contribute Software	CUE 119

<b>Break</b>		<b>2:30 – 3:00</b>
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<b>Concurrent Session Two</b>		<b>3:00 – 4:15</b>
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A - 2	Global Mapping	CUE 119
B - 2	Purchasing Card Training (part 2 of 2)	CUE 219
D - 2	Understanding Budget Statements	CUE 202
E - 2	Datawarehouse / Excel Tips & Tricks	Thompson Room 1

**Reception - Old Post Office Gallery Wine Bar 5:00 - 6:00**

**Dinner on you own 6:00**

### WEDNESDAY, AUGUST 8<sup>TH</sup>

<b>Concurrent Session Three</b>		<b>8:30 - 9:45</b>
A - 3	Grant Proposal Preparation	CUE 319
B - 3	Evaluations, Position Descriptions, and Performance Evaluations	CUE 119
C - 3	Record Retention and Electronic Forms	CUE 202
E - 3	Outlook Training	CUE 219

**Break 9:45 - 10:15**

<b>Concurrent Session Four</b>		<b>10:15 - 11:30</b>
A - 4	Lab Safety	CUE 207
B - 4	Cultural Competencies	CUE 319
C - 4	Financial Issues for Counties	CUE 202
E - 4a	SkillSoft Online Training	CUE 119
E - 4b	Sharepoint	CUE 219

**Lunch (Pavilion) 11:45 - 1:15**

**Concurrent Session Five 1:15 - 2:30**

A - 5	Need Funding? Where Do You Begin?	CUE 319
B - 5	Travel Rules and Regulations	CUE 219
C - 5	Fiscal Management of Grant Programs	CUE 202
E - 5	Staying Connected - Communicating through Technology	CUE 119

**Break** **2:30 - 3:00**

<b>Campus Tours</b>		<b>3:00 - 4:00</b>
#1	The Bear Center	
#2	The Wood Materials Lab	
#3	The Orville A. Vogel Plant Biosciences Building	

**Dinner - BBQ, Band & Butch the Cougar** **5:00 - 9:00**

## THURSDAY, AUGUST 9<sup>TH</sup>

**Continental Breakfast in the Atrium at the CUE** **7:30 - 8:30**

<b>Concurrent Session Six</b>		<b>8:30 - 9:30</b>
A - 6	"A Day in the Life of Administrators and Researchers (Skit)	CUE 319
B - 6	Cash Handling	CUE 219
C - 6	Living and Breathing the Brand	CUE 202
D - 1	Office and Personal Safety	CUE 119

**Break** **9:30 - 10:00**

<b>Concurrent Session Seven</b>		<b>10:00 - 11:00</b>
A - 7	Intellectual Properties	CUE 119

B - 7	Data Security	CUE 219
C - 7	Chat with Extension's Dean and Associate Dean & Director	CUE 202
D - 7	Time & Organizational Management	CUE 319

**Lunch - Capstone Speaker (Pavilion) 11:15 - 12:30**