2009
Texas A&M AgriLife Conference
PROGRAM
January 12–16, 2009
Open forum to discuss mycotoxin research, industry/producer concerns, and funding initiatives that address mycotoxin incidence in Texas agricultural goods.

Corporate sponsorship of research programs is an excellent opportunity to expand and sustain research programs. Texas AgriLife Research has been successful in attracting major corporate sponsorship for key programs. This session will present approaches to securing major sponsors including initial contact, logistics for formal meetings, proposal development, project management, reporting, and relationships. Intellectual property management is a key part of corporate relations and the following topics will be covered: non-disclosure agreements, master agreements, disclosures, patent landscape, publications, and ownership of IP.

This session marks the beginning of the development of a college-level mentoring process. Similar to the K-12 slogan, “Teaching for the TAKS Test,” this process will be “Mentoring for the T&P Test.” It will address mentoring for promotion from assistant to associate professor as well as from associate professor to professor. This initial session will cover developing a track record of productivity and scholarship, building an effective CV, the mystery of minimum expected qualitative and quantitative metrics, developing a dossier that markets you effectively, and how these factors vary between TAMU, Texas AgriLife Research and the Texas AgriLife Extension Service.
Monday, January 12 continued

2:00 – 3:30 p.m.  Vegetable and Fruit Improvement Winter Scientist Meeting  
A120 Centeq  
Bhimu Patil

3:00 – 4:00 p.m.  Texas AgriLife Extension Service Management Team Meeting  
301 Rudder  
Bernadette Johnson

3:00 – 4:00 p.m.  “Facilities Management and Construction: Construction Projects and Process”  
– 407 Rudder  
Ralph Davila/David DeLeon

3:00 – 5:00 p.m.  Reproductive Physiology Workshop  
– 404 Rudder  
Tom Welsh

3:00 – 5:00 p.m.  Texas Pasture and Forage (TXPAS) Work Group  
– 402 Rudder  
Larry Redmon

4:00 – 6:00 p.m.  AgriLife Leadership Meeting  
110 Koldus

6:00 – 9:00 p.m.  Support Staff Social  
Brazos Center, Bryan

TUESDAY, JANUARY 13

7:30 a.m. – 5:00 p.m.  Conference Registration  
1st Floor, Rudder Tower

7:30 a.m. – 5:00 p.m.  AgriLife Brand Store  
(near conference registration)

7:30 a.m. – 5:00 p.m.  AgriLife Copy Services  
1st Floor, Rudder Tower (near Exhibit Hall)

7:30 – 8:30 a.m.  “Ask about the TAMU Libraries”  
1st Floor, Rudder Tower  
(near conference registration)  
Nancy Duran

7:30 a.m. – 4:00 p.m.  Viewing of Undergraduate and Graduate Poster Competition  
Exhibit Hall

7:30 a.m. – 5:00 p.m.  “Agriculture is Life!” Photography Exhibit  
(near conference registration)  
Coordinated by AgriLife Communications

7:30 a.m. – 5:00 p.m.  Ag Workers Mutual Insurance Information Booth  
Exhibit Hall

7:30 a.m. – 7:00 p.m.  On-site tour of Texas Veterinary Medical Diagnostic Laboratory’s Mobile Emergency Response Trailer  
(in front of G. Rollie White Coliseum, near Kyle Field)  
Conference guests are invited to tour and view a demonstration of the TVMDL Mobile Emergency Response Unit. This unit is capable of acting as a center for specimen receipt and processing during a foreign animal and/or zoonotic disease event. Demonstrations on diagnostic testing capacities will be performed.

7:30 – 8:15 a.m.  Coffee and Pastries  
Exhibit Hall

7:30 a.m. – 5:00 p.m.  Texas AgriLife Extension Service and eXtension Communities of Practice  
1st Floor, Rudder Tower (near exhibit hall)

8:00 a.m. – 12:15 p.m.  Update Faculty/Staff photos  
2nd Floor near Rudder Theatre
<table>
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<tr>
<th>Time</th>
<th>Event</th>
<th>Details</th>
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<tr>
<td>8:15 a.m.– noon</td>
<td><strong>Texas A&amp;M AgriLife Keynote General Session – Rudder Theatre</strong></td>
<td>“Responding to the Needs of Texas and Beyond”</td>
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<tr>
<td>8:15 a.m.</td>
<td><strong>Welcome and Introductions</strong></td>
<td>Kyle Smith, Executive Associate Director, Texas AgriLife Extension Service</td>
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<td>8:25 a.m.</td>
<td><strong>Greetings</strong></td>
<td>Chancellor Michael D. McKinney, M.D.</td>
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<td>8:35 a.m.</td>
<td><strong>Remarks</strong></td>
<td>Dr. Mark A. Hussey, Vice Chancellor and Dean for Agriculture and Life Sciences</td>
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<td>9:00 a.m.</td>
<td><strong>Preparing and Responding in Times of Emergency</strong></td>
<td>The capacity of Texas’ agricultural agencies in emergency planning and response is extensive and far-reaching. Agency representatives will review their roles and share situational experiences in responding and preparing for statewide emergencies. Mr. Thomas G. Boggus, Interim Director, Texas Forest Service Dr. Andy Vestal, Professor and Extension Specialist, Office of Homeland Security/Emergency Management, Texas AgriLife Extension Service Dr. Tammy Beckham, Director, Texas Veterinary Medical Diagnostic Laboratory</td>
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<td>10:00 a.m.</td>
<td><strong>Team Borlaug: Youth Leadership Development in Iraq</strong></td>
<td>Dr. Ed Price, Associate Vice Chancellor for International Agriculture Mr. Jonathon Glueck ’08, Project Specialist – Youth Development Mr. Blaze Currie ’08, Project Specialist – Youth Development In Iraq, rural youth are one of the most overlooked destabilizing forces in the country. However, there is enormous opportunity for positive change in Iraq through youth leadership development. Former Texas A&amp;M students Jonathon Glueck and Blaze Currie will share their experience over the last six months to develop 4-H styled clubs throughout Iraq. By promoting entrepreneurship and community responsibility, these clubs are instilling hope and building a stable and productive future for Iraqi youth.</td>
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<td>10:40 a.m.</td>
<td><strong>“International Coffee House” Break – Exhibit Hall</strong></td>
<td>(Sponsored by Ag Workers Mutual Insurance featuring coffee from Rwanda)</td>
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<td>11:15 a.m.</td>
<td><strong>Award Presentations</strong></td>
<td>Undergraduate and Graduate Student Research Poster Competition 2008 Texas A&amp;M Distinguished Texan in Agriculture Award Mr. Ken Horton, Executive Vice President, Texas Pork Producers Association Extension in the City Award The Honorable David A. Garza, Cameron County Commissioner, Precinct 3 2009 Partnership Awards – Texas AgriLife Extension Blue Bell Creameries Cargill Animal Nutrition Lamesa Cotton Growers Texas Extension Education Association Vocational Agriculture Teachers Association of Texas Vice Chancellor’s Awards in Excellence</td>
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<td>12:15 – 1:15 p.m.</td>
<td><strong>Networking Luncheon – G. Rollie White Coliseum</strong></td>
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<td>1:30 – 5:00 p.m.</td>
<td><strong>Texas AgriLife Research General Session – 201 MSC</strong></td>
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<td><strong>Welcome</strong></td>
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<td><em>Bill McCutchen, Associate Director, Texas AgriLife Research</em></td>
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<td><em>William A. “Bill” Dugas, Deputy Director, Texas AgriLife Research</em></td>
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<td><em>Dr. Dugas will provide an update on programs, fiscal status, strategic planning, legislative and congressional activities, and future activities.</em></td>
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<td><strong>Texas AgriLife Research and Development with Corporate Partners</strong></td>
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<td><em>Bill McCutchen, Associate Director</em></td>
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<td><em>Dr. McCutchen will discuss management of intellectual property and opportunities for collaborative research with industry.</em></td>
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<td><strong>Break</strong> – Serpentine Lounge (outside of 201 MSC)</td>
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<td><strong>Faculty Presentations</strong></td>
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<td><em>Bhanu Chowdhary, George Di Giovanni, and James Sacchettini</em></td>
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<td><em>Texas AgriLife Research faculty members, representing various units on and off-campus, will provide a brief overview of selected research programs highlighting the diversity of research programs conducted within the agency.</em></td>
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<td><strong>Brand and Web Initiatives</strong></td>
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<td><em>Elizabeth Gregory North and Max Malloy</em></td>
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<td><em>AgriLife Communications leaders will discuss the external phase of the Strategic Positioning Initiative, describe enhancements to AgriLife.org, and introduce the Web-based Content Management System template for research.</em></td>
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<td><strong>Presentation of Texas AgriLife Faculty Fellows</strong></td>
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<td><em>Mark A. Hussey, Director</em></td>
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<td>1:30 – 5:30 p.m.</td>
<td><strong>Texas AgriLife Extension Service General Session – Rudder Theatre</strong></td>
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<td><strong>Welcome</strong></td>
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<td></td>
<td><em>Kyle Smith, Executive Associate Director</em></td>
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<td></td>
<td><strong>Introduction of New Faculty and Promotions</strong></td>
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<td><em>Kyle Smith</em></td>
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<td><em>Edward G. Smith, Director</em></td>
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<td><strong>AgriLife Communications Update</strong></td>
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<td><em>Elizabeth Gregory North, Interim Director of Communications and Marketing</em></td>
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<td><em>Max Malloy, Web Communications Manager</em></td>
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<td><strong>AgriLife Extension’s Response to Emergency Management</strong></td>
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<td><em>Edward G. Smith</em></td>
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<td><strong>Award Presentations</strong></td>
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<td>5:30 – 7:00 p.m.</td>
<td><strong>Conference Reception to Welcome Vice Chancellor and Dean Mark Hussey – The Zone (near Kyle Field)</strong></td>
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### Teaching General Session – 301 Rudder

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<th>Time</th>
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<tr>
<td>8:00 a.m.</td>
<td>Coffee and pastries – 301 Rudder</td>
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<tr>
<td>8:30 a.m.</td>
<td>Welcome – 301 Rudder, Mark A. Hussey, Vice Chancellor and Dean</td>
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<td>9:00 a.m.</td>
<td>Concurrent Session I-A – 302 Rudder, Graduate Roundtable</td>
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<td>Facilitators: Dr. Sherry Yennello, Associate Dean for Faculty Affairs, College of Science,</td>
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<td>Texas A&amp;M University, and Dr. Paul de Figueiredo, Assistant Professor, Department of Plant</td>
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<td>Pathology and Microbiology</td>
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<td>This working session provides an opportunity for participants to develop ideas on increasing</td>
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<td>visibility for graduate programs within the College. Best practice models on mentoring</td>
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<td>students for graduate work and reaching out to underrepresented populations will be discussed.</td>
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<td>9:00 a.m.</td>
<td>Concurrent Session I-B – 302 Rudder, Going Global – Why?</td>
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<td>Moderator: Lowell Randel, USDA</td>
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<td>Panel Members: Paul Meyer, Assistant Provost; Scott Shafer, Associate Professor, Department</td>
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<td>of Recreation, Park and Tourism Sciences; Glen Shinn, Professor, Department of Agricultural</td>
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<td>Leadership, Education and Communication; Jonathon Glueck, Project Specialist, Borlaug</td>
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<td>Institute for International Agriculture</td>
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<td>Given the University’s priority on global inclusiveness and multicultural engagement, this</td>
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<td>session will spark discussion on how programs can encourage greater focus on such activities.</td>
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<td>But, is this important or meaningful? How can this work for us and for our students?</td>
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<td>10:30 a.m.</td>
<td>Concurrent Session II-A – 301 Rudder, Get Real!</td>
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<td>Dr. Tony Dunne, Associate Professor, School of Natural and Rural Systems Management, the</td>
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<td>University of Queensland, Australia</td>
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<td>How can we get more of the real world in? A discussion on greater integration of “real world”</td>
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<td>issues and projects into the classroom. Best practices from programs and case studies will</td>
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<td>be highlighted from faculty who have starred in their own “reality series” and lived to tell</td>
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<td>about it.</td>
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<td>10:30 a.m.</td>
<td>Concurrent Session II-B – 302 Rudder, You Must Not Know ‘Bout Me: Millennial Students of</td>
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<td>Color in College, Dr. Fred Bonner II, Associate Professor, Department of Educational</td>
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<td>Administration and Human Resource Development, Texas A&amp;M University</td>
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<td>Does the term “millennial” apply to African American, Asian American, Native American, and</td>
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<td>Latino college students? What role does technology, pop culture (e.g. hip hop), and race</td>
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<td>politics play in the identity development of these populations? These questions and a number</td>
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<td>of others will be addressed in this session.</td>
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<td>Time</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
<td>Conference Refreshments – 407 Rudder</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
<td>Support Staff Symposium (see separate schedule for program details on page 11)</td>
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<td>8:00 a.m. – 12 noon</td>
<td>Conference Registration – 1st Floor, Rudder Tower</td>
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<td>8:00 a.m. – 12 noon</td>
<td>AgriLife Brand Store – near Conference registration</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
<td>Texas AgriLife Extension Service District Office Managers Meeting – 510 Rudder</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
<td>Texas 4-H Faculty Meeting – 212 MSC</td>
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<td>8:00 a.m. – 5:00 p.m.</td>
<td>Texas AgriLife Extension Service District Extension Administrators, County Extension Directors, and Military Program Administrative Meeting – 206 MSC</td>
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<td>8:00 a.m. – 12 noon</td>
<td>Texas AgriLife Extension Service 4-H Regional Program Directors Meeting – 708 Rudder</td>
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<td>8:00 a.m. – 12 noon</td>
<td>Texas AgriLife Extension Service Family and Consumer Sciences Regional Program Directors Meeting and Program Leaders/Associate Department Heads Meeting – 203 MSC</td>
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<td>8:00 a.m. – 12 noon</td>
<td>Texas AgriLife Extension Service Agriculture and Natural Resources Associate Department Heads, Program Leaders, and Regional Program Directors Meeting – 111 Koldus</td>
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<td>9:00 – 10:00 a.m.</td>
<td>Tour of the Texas Forest Services’ Emergency Operations Center – John B. Connally Building, Room 318, 301 Tarrow Street, College Station (behind the Hilton)</td>
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<td>9:00 – 10:00 a.m.</td>
<td>Texas AgriLife Research Faculty Association Annual Meeting – 440 Heep Center</td>
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<td>9:00 a.m. – 12 noon</td>
<td>IT Forum – 110 Koldus</td>
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<td>10:00 a.m. – 12 noon</td>
<td>Texas AgriLife Extension Service Family and Consumer Sciences/4-H Regional Program Directors Meeting – 203 MSC</td>
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12 noon – 2:00 p.m.  Animal Science Luncheon and Departmental Faculty Meeting – Kleberg Faculty Lounge
(12 noon luncheon; 1:00 p.m. meeting)
Grace Glenn

12 noon – 5:00 p.m.  AgriLife Communications Unit Meeting
Elizabeth Gregory North

12 noon – 4:00 p.m.  Soil and Crop Sciences Luncheon and Annual Meeting – 101 Heep Center
Carol Rhodes

1:00 – 4:00 p.m.  Wildlife and Fisheries Sciences Extension Departmental Meeting – 213 Nagle
Kristi Smith

1:00 – 5:00 p.m.  Texas AgriLife Extension Service Regional Program Directors Meeting – 111 Koldus
Rosie Schoenfeld

1:30 – 3:00 p.m.  Plant Pathology and Microbiology Statewide Departmental Faculty Meeting – 112 Peterson
Karen Hodges

1:30 – 3:00 p.m.  Horticultural Sciences Departmental Faculty Meeting – 102 Horticulture/Forest Science Building
Tim Davis

1:30 – 3:00 p.m.  Entomology Departmental Annual Meeting of Faculty, Staff, and Students – 103 Minnie Belle Heep
Carla Smith

1:30 – 3:30 p.m.  Ecosystem Science and Management Statewide Departmental Faculty Meeting – 404 Rudder
Chris Wilson/Steve Whisenant

1:30 – 3:30 p.m.  Agricultural Economics Program Unit Meeting – 448 Blocker
Mark Waller

3:15 – 5:00 p.m.  Plant Pathology and Microbiology AgriLife Extension Faculty Meeting – 112 Peterson Building
Yvonne Redmon

3:30 – 5:30 p.m.  Ecosystem Science and Management Extension Faculty Meeting – 404 Rudder
Chris Wilson/Steve Whisenant

4:00 – 5:00 p.m.  Wildlife and Fisheries Departmental Faculty Meeting – 104 Nagle
Dawn Miles
THURSDAY, JANUARY 15

8:00 a.m. – 5:00 p.m. Conference Refreshments – 407 Rudder

8:00 a.m. – 5:00 p.m. Support Staff Symposium (see separate schedule for program details on page 11)

8:00 a.m. – 5:00 p.m. Texas 4-H Faculty Meeting – 401 Rudder
  Sue Ferguson

8:00 a.m. – 5:00 p.m. Texas AgriLife Extension Service District Extension Administrators, County Extension Directors, and Military Program Administrative Meeting – 501 Rudder
  Sharon West

8:00 – 12 noon Texas AgriLife Extension Service Agriculture and Natural Resources Regional Program Directors – 410 Rudder
  Rosie Schoenfeld

8:00 – 10:00 a.m. Grape Commodity Interest Group – 507 Rudder
  Organizational meeting of a multidisciplinary grape commodity interest group
  Forrest Mitchell

8:30 – 10:30 a.m. Global English: Writing for Translation and for Non-native English Speakers – 231 MSC
  Bill Watson and Diane Bowen

9:00 – 10:00 a.m. Tour of Texas Forest Services’ Emergency Operations Center – John B. Connally Building, Room 318, 301 Tarrow Street, College Station (behind the Hilton)
  Mark Stanford

9:00 – 10:00 a.m. When you are the Brand: Why Marketing Yourself is So Important – 292A MSC
  Elizabeth Gregory North

9:00 a.m. – 12 noon Interdisciplinary Phytochemical and Plant by-products Research Work Group – 302 Rudder
  Bill Pinchak

10:00 – 11:00 a.m. Working with AgriLife Communications and Copy Services – 230 MSC
  Chuck Lind

11:00 a.m. – 12 noon BrandMaster Revisited: Any Questions? – 292A MSC
  Elizabeth Gregory North

Focus on specific guidelines for writing and editing materials intended for translation or for use by non-native speakers of English. Participants will be led through exercises that encourage clear writing that is also sensitive to the needs of international audiences.

Conference registrants are invited to tour and view demonstration of the state-of-the-art Emergency Operations Center, activities for All Risk Response for State of Texas, utilizing satellite communications, “real time” interactive mapping of resources, and more.

As we learned in BrandMaster training, we are the brand. In this session, learn how marketing yourself is critical to the success of our brands for Extension, Research, and the College.

Increasing interest in phytochemical and plant by-products benefits to human health, animal health, food safety, bioremediation, and wellness has led to research being conducted across a variety of units, departments, and disciplines within the A&M System. This meeting is intended to provide a forum to bring scientists working in this area together to establish communication of current interest, capacity and future directions and identify areas of collaboration to pursue extramural funding.

Learn how to work with AgriLife Communications and Copy Services to get what you want, when you want it, and at the highest quality. Learn about the services we offer and how they can benefit you! Guidelines and tips will be presented and all questions will be answered!

Now that the big push for BrandMaster training is over, do you still have questions? Bring them to this session to get specific guidance for using the brands in your situation. It will be all about you and what you need to know!
### Thursday, January 15 continued

#### 1:00 – 2:30 p.m.
**With Friends Like These: The Perils and Promise of Online Social Media Services** – 292A MSC
Max Malloy

#### 1:00 – 2:30 p.m.
**It's News to Me! Preparing to Tell Your Story** – 501 Rudder
Kathleen Phillips

#### 1:00 – 5:00 p.m.
**Texas AgriLife Extension Service Regional Team Meeting – West Region** – 510 Rudder
Sharon West

#### 1:00 – 5:00 p.m.
**Texas AgriLife Extension Service Regional Team Meeting – East Region** – 507 Rudder
Sharon West

#### 1:00 – 5:00 p.m.
**Texas AgriLife Extension Service Regional Team Meeting – North Region** – 708 Rudder
Sharon West

#### 1:00 – 5:00 p.m.
**Texas AgriLife Extension Service Regional Team Meeting – South Region** – 504 Rudder
Sharon West

#### 2:00 – 4:00 p.m.
**Texas Sustainable Agriculture Research (SAR) Education** – 402 Rudder
Grant funding possibilities for sustainable agriculture
John W. Smith

#### 2:30 – 3:30 p.m.
**Texas A&M AgriLife Content Management Solutions** – 292A MSC
Max Malloy

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*Learn about the latest social networking sites and services and how to use them to deliver your content while protecting your brand and your reputation.*

*Real-life examples from your colleagues and hands-on training by media relations professionals to help prepare specialists and scientists to deliver their stories to the media.*

*Learn about the Content Management System as well as other options for getting your content onto the Web quickly and easily while staying on-brand and on-target with your audience.*
FRIDAY, JANUARY 16

8:00 a.m. – 12 noon  Conference Refreshments – 507 Rudder

8:00 a.m. – 12 noon  Support Staff Symposium (see separate schedule for program details on page 11)

8:00 a.m. – 12 noon  Texas AgriLife Extension Service District Extension Administrators, County Extension Directors, and Military Program Administrative Meeting – 501 Rudder
  Sharon West

8:00 a.m. – 12 noon  Texas AgriLife Extension Service District Office Managers Meeting – 510 Rudder
  Sharon West
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| 1:00 – 3:15 p.m. | **General Session – Welcome and Announcements**  
**Keynote Presentation** – Relationships and Diversity in the Workplace: How to Capitalize on your Strengths at Work  
*Dr. Edward W. Romero and Dr. Ruben Saldana*  
Diversity drives creativity and inspires innovation. By capitalizing on our own strengths we will be able to have a more productive and satisfying role in our organization by better understanding our talents and the talents of those around us at work. Diversity comes in many forms. We will discuss different types of diversity and how our differences are our strengths, which ultimately inspires innovation. |
| 3:30 – 5:00 p.m. | **Workshop #2 – 224 MSC**  
**Everything You Wanted to Know About Retiring from The Texas A&M University System**  
*Jan Kyles*  
This presentation will cover the criteria employees must meet in order to retire from the TAMUS with TRS or ORP retirement plans. Also covered are the rules for retaining retiree group benefits, and retiree return-to-work rules. Employees who are close to retirement, planning for their future retirement, or those who just want to know how retirement plans work can benefit from this presentation. |
| 3:30 – 5:00 p.m. | **Workshop #3 – 201 MSC**  
**Effective Writing: How to Create Effective Workplace Messages**  
*Bill Gibbs*  
Writing in the business world is entirely different from those essays you remember from school. In this 90-minute course, we will look at how to craft short, well-written, effective messages that accomplish what they need to do. Note: This course also includes optional writing exercises which can be submitted for evaluation and review by the instructor following the session. |
| 3:30 – 5:00 p.m. | **Workshop #4 – 226 MSC**  
**Workplace Safety and Security**  
*Sgt. Allan Baron*  
An overview of actions and steps we can take to better protect ourselves in the workplace. |
| 6:00 – 9:00 p.m. | **Support Staff Social**  
*Brazos Center* |
Tuesday, January 13

8:15 a.m. – 12:15 p.m.  Keynote General Session – Rudder Theatre
12:15 – 1:15 p.m.  Networking Luncheon – G. Rollie White Coliseum
1:30 – 5:00 p.m.  AgriLife Research General Session – 201 MSC
1:30 – 5:30 p.m.  AgriLife Extension Service General Session – Rudder Theatre
5:30 – 7:00 p.m.  Conference Reception – The Zone (near Kyle Field)

Wednesday, January 14

8:30 – 10:00 a.m.  Workshop #6 – 224 MSC
   Budgeting: A Necessary Evil: The What’s and Why’s Behind the Budget Process
   Debra Cummings and Kay Schubert
   This session will cover the budget process, departmental allocations/adjustments, post-budget impacts and the differences between required information between the three system parts and how this all ties together.

8:30 – 9:30 a.m.  Workshop #7 – 225 MSC
   CPS/CAP Certification
   Kathy Pilgrim
   How can you advance in today’s ever-changing business environment? You need every advantage to stay on top. Learn about the ins and outs of earning the Certified Professional Secretary® (CPS®) rating and the Certified Administrative Professional® (CAP®) rating through IAAP. Professional certification shows employers, clients, and associates that you are committed as a professional. Certification is a mark of excellence that you carry with you everywhere you go.

9:30 – 10:30 a.m.  Workshop #22 – 225 MSC
   AgriLife Communications: Working with Web Content
   Management Solutions
   Max Malloy and Elizabeth Gregory North
   After listening to a presentation by the AgriLife Web Corps regarding the overall AgriLife Web strategy throughout the organization, bring your own ideas, thoughts, and feedback as to how we can improve the Web experience for our site visitors while simplifying and adding efficiencies to the content management side.

10:15 – 11:30 a.m.  Workshop #8 – 225 MSC
   Form I-9 Compliance
   Joe Corn and Jeanette Phillips
   Detailed review of the Form I-9 which is required for all new hires. I-9s for foreign nationals will also be covered.
10:30 – 11:30 a.m.    Workshop #9 – 224 MSC

Working with AgriLife Communications including Copy Services
Elizabeth Gregory North and Chuck Lind
Learn how to work with AgriLife Communications and Copy Services to get what you want when you want it, and at the highest quality. Learn about the services we offer and how they can benefit you!

1:00 – 1:50 p.m.    Workshop #10 – 228/229 MSC

Leave/Leave Traq Discussion for DLA’s
Anna Dean
Information on leave policies and DLA best practices in LeaveTraq, plus the opportunity for DLAs to ask questions about leave-related topics. Especially helpful for newly-assigned and backup DLAs. Those unable to attend can submit leave-related questions for discussion prior to the event. Copies of handouts and a summary of the discussion will be e-mailed later.

1:00 – 2:50 p.m.    Workshop #11 – 230/231 MSC

Immigration Employment in Higher Education
Mario Rojo del Busto
This workshop will provide attendees with an overview of the different employment-based immigration status (non-immigrant and immigrant) and how, when, and what the employer needs to do to sponsor faculty, scholar, or professional staff under each status. In addition, revised System Regulation 33.99.09 Employment of Foreign Nationals will be discussed.

2:00 – 4:00 p.m.    Workshop #12 – Open Access Lab, Student Computing Center, Room 210F

Excelling in Excel: Tips to Help You Get the Results You Want in Excel 2007
Jill Hughson
Are you new to using MS Excel 2007? Been using it a while, but still trying to figure out where things are? Come learn about the new 2007 interface as well as basic formulas, tips for formatting spreadsheets (auto-fill, auto-fit, setting print areas, etc.), and more.

2:00 – 2:50 p.m.    Workshop #13 – 228 MSC

FMLA Overview
Anna Dean
Workshop includes a 5-6 min. overview presentation on FMLA and participants will work through the FMLA eligibility/notification/leave usage/medical documentation/follow-up actions for four real-life leave scenarios. Those who are unable to attend will be able to view the presentation on Centra or participate in an interactive Centra workshop later.
2009 Support Staff Symposium
Wednesday, January 14 continued

3:10 – 4:00 p.m.  Workshop #14 – 228/229 MSC

Management Review: Safety
Brad Urbanczyk
This presentation will recap the safety findings from the recent Management Reviews from off-campus locations. It will also include information on preparing for a Safety audit/management review.

3:10 – 5:00 p.m.  Workshop #15 – 230/231 MSC

TrainTraq & Data Warehouse
Kris Wuensche and Pat Hsieh
This workshop will discuss how to use new reporting features within TrainTraq and the Data Warehouse. It will address various assignment and completion reports available and demonstrate how reports can be used from restricted processor, processor, and training administrator perspectives.

4:00 – 4:50 p.m.  Workshop #16 – 226 MSC

GreatJobs: Overview and Enhancements
Jeanette Phillips, Jennifer Humphries and Dan Bogart
An overview of the GreatJobs System and an introduction to new enhancements, followed by questions and answers.

Thursday, January 15

8:15 a.m. – 5:00 p.m.  Workshop #17 – 224/225/226 MSC

Tech Talk featuring HR, Fiscal, and Contracts and Grants
Targeted to all AgriLife employees, this amalgamated all-day workshop focuses on topics dealing with contracts and grants, project records, cash management, HUB, travel/disbursements, property transfers in canopy, inventory, canopy updates and HR/payroll. A detailed agenda will be available prior to the conference. You don’t want to miss this great workshop opportunity with all topics and presenters available to you all day long.

Workshop participants are invited to join us for lunch from 11:30 a.m. - 1:00 p.m. In addition to a guest speaker, this time will also give you additional opportunities to socialize and network with your colleagues, as well as meet informally with workshop presenters.
### Friday, January 16

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<td>8:00 – 8:50 a.m.</td>
<td><strong>Workshop #18 – 224/225/226 MSC</strong>&lt;br&gt;Management Review: Fiscal, Inventory and HR&lt;br&gt;<em>Bob Hensz, Bill Gray and Doyle Robertson</em>&lt;br&gt;This presentation will recap the fiscal, inventory, and human resources findings from the recent management reviews. It will also include information on management review/audit conduct using Laserfiche and other electronic media.</td>
<td><strong>Workshop #19 – 224/225/226 MSC</strong>&lt;br&gt;LaserFiche Search (no prerequisite)&lt;br&gt;<em>Bob Hensz and Tim Knezek</em>&lt;br&gt;Finding documents can be a bit difficult if you just page through the documents. The new era of edocuments requires new skills in the use of electronic searches. Join us to learn the secrets of searching in Laserfiche.</td>
<td><strong>Workshop #20 – 224/225/226 MSC</strong>&lt;br&gt;Records Management (targeted to LaserFiche Unit Administrators)&lt;br&gt;<em>Bob Hensz and Tim Knezek</em>&lt;br&gt;The use of Laserfiche has resulted in a greater awareness of records management procedures which has generated more questions about the procedures for records management in Laserfiche. Join us to learn about Laserfiche records management from archiving, to cutoff, setting action dates, to records destruction.</td>
<td><strong>Workshop #21 – 224/225/226 MSC</strong>&lt;br&gt;LaserFiche Version 8 (open to all)&lt;br&gt;<em>Bob Hensz and Tim Knezek</em>&lt;br&gt;In late January, or early February we will be moving to Laserfiche version 8. This presentation will discuss the upcoming changes, show screen shots of some of the new screens in version 8, and discuss our overall plans for the upgrade and effects upon users and units.</td>
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Texas A&M AgriLife Conference Planning Team

Danielle Harris, College of Agriculture and Life Sciences
Lynette Huval, College of Agriculture and Life Sciences
David Reed, College of Agriculture and Life Sciences
David Lunt, Texas AgriLife Research
Kyle Smith, Texas AgriLife Extension Service
Bill Oates, Texas Forest Service
Gayne Fearneyhough, Texas Veterinary Medical Diagnostic Laboratory
Nancy Ing, Texas A&M University, Co-Coordinator, Student Poster Competition
Greta Schuster, Texas A&M University - Kingsville, Co-Coordinator, Student Poster Competition
Helen White, AgriLife Communications
Carolyn Miller, AgriLife Communications
Melissa Smith, AgriLife Communications
Beverley Rose, AgriLife Human Resources
Toni Beamon, Vice Chancellor’s Office
Cady Auckerman, Vice Chancellor’s Office
Patricia Gerling, Convening Conference Chair, Vice Chancellor’s Office

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