

Summer SUPERvisor Program July 20, 2016 MSC2406

Time	Topic	Speaker
8:00	Light Breakfast	
8:15	Welcome and Introduction	Ms. Catherine Roueche-Herdman
8:20	State of Diversity at Texas A&M	Dr. Christine Stanley
8:45	Status of AACDC Projects	Dr. Suzanne Droleskey Dr. Arthur Watson
9:00	Results of Supervisor Survey	Ms. Annette Shenkir Dr. Suzanne Droleskey
9:15	Supervisor Survey - Q&A	Ms. Annette Shenkir Dr. Suzanne Droleskey
9:30	SUPERvisor Group Discussions	<ul style="list-style-type: none"> • How do you consistently determine eligibility for merit raise &/or admin leave? (Tables 1 and 7) • How do you recognize staff? (Tables 2 and 8) • How do you discuss/address equity issues with staff? (Tables 3 and 9) • How do you balance job duties and staff development responsibilities? (Tables 4 and 10) • How do you identify/help staff with inappropriate stress levels? (Tables 5 and 11) • How do you promote the Wellness Initiative and manage the workload? (Tables 6 and 12)
10:00	Break	
10:15	Group Discussion Report	Ms. Catherine Roueche-Herdman
10:45	Human Resources - New standard pay scale, working titles, termination and reclassifications	Ms. Janelle Ramirez Ms. Elizabeth Schwartz
11:15	Human Resources - Q&A	Ms. Janelle Ramirez Ms. Elizabeth Schwartz
11:45	Break	
12:00	Lunch – Learning Discussions with Subject Matter Experts/Facilitators	<ul style="list-style-type: none"> • Staff development beyond conferences and EOD classes (Table 1 - Dr. Sumana Datta) • FSLA as it relates to volunteers and overtime (Table 2 – Dr. Valerie Balester) • Human Resources follow-ups (Table 3 - Ms. Elizabeth Schwartz) • Staff recognition and award options (Table 4 – Mr. Greg Deitz) • How to submit a proposal for a mini-grant (Table 5 – Ms. Kristin Harper) • How to write a winning nomination (Table 6 – Dr. Arthur Watson) • Communicating effectively across cultures (Table 7 - Ms. Linda Edwards) • Merit and admin leave (Table 8 - Ms. Annette Shenkir) • Student Employment Office resources for supervisors of student employees (Table 9 – Ms. Delisa Falks) • Helping staff manage stress and competing projects (Table 10 – Mr. Carl Mooney) • Coping with difficult employees (Table 11 – Dr. Anna Satterfield) • Handling microaggressions in the workplace (Table 12 – Mr. Mark Dawson)
12:45	Wrap-up and Door Prizes	Ms. Catherine Roueche-Herdman