All Academic/Administrative Support employees are invited to attend the annual **Academic Support Professional Development Days** with **topics geared toward staff who support academic programs, faculty, and/or students**. Please see the agenda below for session descriptions.

**ADMINISTRATIVE SUPPORT PROFESSIONAL DEVELOPMENT DAYS ~ AUGUST 11 & 12, 2020**

**August 11**

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| 8:00 – 9:30  zoom | **Mandatory EO/Title IX Training. Healthy and Safe Campus.** *Heather Higgins-Dochtermann, Emily McGann (Equity).*This interactive training session covers the basics of Title IX and Equal Opportunity policies at NDSU, including prevention strategies, recognizing a policy violation, and what to do if someone reports a violation. This in-person training is required every three years.  **Join Zoom Meeting**  [**https://ndsu.zoom.us/j/95905543135**](https://ndsu.zoom.us/j/95905543135) |
| 9:45 – 10:45  zoom | **Working in a Global Community:** Deb Maertens and Tabitha Thomas  Join Zoom Meeting  <https://ndsu.zoom.us/j/93122145334> |
| 11:00-11:50  zoom | **Grant and Contraction Accounting:** Ann Young  We will review the basics of the Grant & Contract post award financial activities.  Award/project setup, allowable costs, effort reporting, payroll, etc.  Join Zoom Meeting  <https://ndsu.zoom.us/j/96611791583> |
| 12:00 – 12:50  Zoom | **Taking Care of yourself.** *Jill Nelson*.  **Join Zoom Meeting**  [**https://ndsu.zoom.us/j/92382424995**](https://ndsu.zoom.us/j/92382424995) |

August 12

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| 9:00- 9:40  Zoom | **Position Budget Management.** *Carol Haukabo and Aubrey Ketterling (Budget Office).* This session will cover how to review the budget amount and funding sources for a position or employee, how to make changes using the Funding Change form, how to make corrections using the Retroactive Distribution form and different ways to request a budget adjustment for a position. We will also be covering the routing, approvals and documentation for the forms as they transition to DocuSign.  **Join Zoom Meeting**  [**https://ndsu.zoom.us/j/94989159653**](https://ndsu.zoom.us/j/94989159653) |
| 10:00-10:50  zoom | **Adaptive Technology:** Mark Coppin  Join Zoom Meeting  <https://ndsu.zoom.us/j/98127013095> |
| 11-12:30  zoom | **Community of Respect:** Angela Bachman  The objective of the Community of Respect seminar is to teach individual participants about cultural differences and to encourage them to think critically about the impact of their cultural values in their relationships with others. The curriculum is organized into four separate modules with distinct learning outcomes outlined in each.  **Module 1: Cultural and Cultural Diversity** is a self awareness learning experience that explores the fact that everyone has cultural values. The learning outcomes of Module 1 will lead participants to:   * Identify their own culture * Be able to articulate how their culture differs from others * Understand the trouble with stereotypes * Learn about how to overcome unconscious bias.   Join Zoom Meeting  <https://ndsu.zoom.us/j/92186029170> |
| 12:30-1:20 pm  zoom | **Staying Safe in Covid:** Dr. Paul Carlson  Join Zoom Meeting  <https://ndsu.zoom.us/j/96319541629?pwd=UmdLZEFKQitDdHhPSTBFNmdyTmtIQT09>  Meeting ID: 963 1954 1629  Passcode: 864669 |
| 2:00-2:50 pm  zoom | **NDSU’s Response to COVID-19.** Mike Borr, Mike Ellingson, Tara Ferkinhoff.   *Session with Chairs/Heads/Deans*  Join Zoom Meeting  <https://ndsu.zoom.us/j/96319541629?pwd=UmdLZEFKQitDdHhPSTBFNmdyTmtIQT09>  Meeting ID: 963 1954 1629  Passcode: 864669 |
| 3:00-3:50  zoom | **Responding to Sexual Misconduct Reports.** *Megan Talcott*  Join Zoom Meeting  <https://ndsu.zoom.us/j/93248768595> |