

ADMINISTRATIVE SUPPORT PROFESSIONAL DEVELOPMENT DAYS ~ AUGUST 1 & 7, 2018

Wednesday August 1, 1:00-3:50pm

1:00 to 1:50 p.m.	CONCURRENT SESSIONS (MU)
	<p>HR Topics Potpourri. <i>Tricia Johnson and Colette Erickson (HR and Payroll).</i> Topics include: Why is your position important to NDSU; compliance updates, and manager's self-service. MU Badlands.</p> <p>Using Social Media. <i>Kyle Bosch (College of Engineering), Sara Flowers, Sadie Rudolph (University Relations).</i> During this training, we'll provide an overview of the guidelines for representing NDSU on social media and best practices. We'll also leave time for questions. MU Arikara.</p>
2:00 to 2:50 p.m.	CONCURRENT SESSIONS (MU)
	<p>Communicating Up-Down-Sideways: <i>Kristine Paranica (Ombudsperson).</i> Do you ever find yourself stuck in the middle with all types of communication? Explore challenges and strategies for more effective and less stressful communication. MU Arikara.</p>
3:00 to 3:50 p.m.	CONCURRENT SESSIONS (MU)
	<p>HR Topics Rights and Responsibilities. <i>Noah Fischer and Colette Erickson (HR and Payroll).</i> This session will talk about the termination process, grievances, code of conduct, theft and fraud, EAP, etc. MU Badlands.</p> <p>Processing Grant and Contract Budgets. <i>Ann Young (Grant and Contract Accounting).</i> Review of post award budget activities including award info sheets, budget justifications, rebudgeting and reports for monitoring awards/projects. MU Arikara.</p>

Tuesday August 7, 9:30am-1:50pm

9:30 to 10:20 a.m.	CONCURRENT SESSIONS
	<p>FERPA and R&R Topics. <i>Rhonda Kitch (Registration and Records).</i> FERPA is the federal law projecting student privacy. As members of our campus community, all faculty and staff need to uphold FERPA and be knowledgeable about student privacy issues. A quick FERPA overview will be presented, with scenarios and discussion to follow. Various Registration and Records resources will also be shared. MU Mandan.</p> <p>Safe Zone I. <i>Kaitlyn Ryan (Multicultural), Angela Bachman (Equity).</i> This introductory training session provides basic information about sexual orientation, especially as it relates to NDSU students, faculty and staff. Topics addressed include an overview of relevant terminology, the coming out process, and how to be an ally for someone who identifies as LGBTQ+. Participants will have an opportunity to make a personal commitment to becoming an NDSU Safe Zone Ally. MU Meadow.</p>
10:30 to 11:20 a.m.	CONCURRENT SESSIONS
	<p>Teaching and Working With a Global Community. <i>Alicia Kauffman (International Programs), Deb Maertens (Faculty Immigration).</i> The overall number of international students at NDSU has grown by 48% in the last ten years. Undergraduate international students take general education courses across the curriculum, creating a global classroom at NDSU. The diverse environment offers exciting challenges and opportunities for both students and faculty. This session provides helpful tips to ensure international student success. MU Mandan.</p> <p>Budget Q&A. <i>Kayla Kottsick (College Business Manager), Carol Haukabo and Aubrey Ketterling (Budget Office).</i> There will be a short presentation with a brief overview regarding position management, local fund budgeting, forms and budget tracking/projections. There will be ample time for questions. Feel free to submit questions prior to the presentation to kayla.j.kottsick@ndsu.edu by Friday, Aug 3, 2018. MU Meadow.</p>
11:30 a.m. to 12:50 p.m.	LUNCHEON SESSION. Mandatory EO/Title IX Training.
	<p>Healthy and Safe Campus. <i>Heather Higgins-Dochtermann, Emily McGann (Equity).</i> 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. Those who attend this in-person training will only be required to do this training every three years; staff who choose instead to complete the training online will continue to be required to do so every year. MU Rose.</p>
1:00 to 1:50 p.m.	CONCURRENT SESSIONS
	<p>Graduate Student Admissions and Assistantships. <i>Lisa Hauck, Melissa Ostby, and Nonnie Tangen (Graduate School).</i> Learn about the graduate online application system, your role in the process, how to access and navigate the system, and how we communicate with applicants from creation of the application through final decision and beyond. We will also discuss the necessary paperwork for graduate assistant hires, such as contracts, background checks, and tuition waivers and resources available on the Graduate School website. Bring your questions! MU Meadow.</p> <p>Using NDSU Data Resources to Inform and Support Decision-Making. <i>Emily Berg (Institutional Research and Analysis).</i> NDSU has recently implemented several data platforms to support decision-making. Presenters will</p>

review several platforms (Tableau, Student Success Collaborative, Academic Performance Solutions, and Digital Measures), provide insight on the data available in each, and provide a demo of how the platforms can be used to answer questions pertinent to departmental management. [MU Mandan](#).