



2015 National Extension and Research Administrative Officers' Conference (NERAOC)

May 3-6, 2015
San Diego, California

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Session 1: The History of Land Grant Institutions: What NERAOC can do for me

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: New Attendees

Speaker(s): Rose Hayden-Smith, University of California; Tim Nesbitt, New Mexico State University; ,

Description: This session will provide an overview of the history of the Land-Grant system, and an introduction to the formula grant legislative authorities, and information on how the formula was derived and developed. There will be an overview of the conference and the speaker will give advice for how to make the most of the conference. The speaker will discuss the importance of developing networks with other conference attendees and with representatives from the federal partner. The speaker will focus on a history of how what he has learned and experienced at this conference has benefited his 29 year career in the profession. Audience members will also be invited to participate in the discussion through a question and answer and roundtable type discussion.

Format: Presentation

Session 2: NIFA Federal Assistance Policy Guide (Post-Award Management)

Day/Time: May 4, 1:00

Track: Financial

Speaker(s): Maria Koszalka, NIFA/USDA; , ; ,

Description: This session will discuss the NIFA Federal Assistance Policy Guide as it relates to post-award management.

Format: Discussion/Info Sharing

Session 3: Award Types and Their Complexities

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Grants

Speaker(s): Adriene Woodin, NIFA Awards Management Division; Sondra Watkins, USDA/NIFA; ,

Description: Do you ever wonder what the difference is between a “Renewal Award” and a “SupplementalAward”; between a “Continuation”and a “Renewal Award”? What is theprocess for initiating a ProjectDirector Transfer Award? This session will provide an overview ofthe various types of awards and whatyou should include in your applicationpackage when submitting a request forfunds.

Format: Presentation

Session 4: Leadership is an Attitude

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Administrative

Speaker(s): Rodney Vandever, Purdue University; , ; ,

Description: This workshop will help you discover the importance of a positive relation between a leader and a positive attitude in the workplace. Through the workshop participants will assess their individual attitudes and learn six quick techniques for attitude adjustment (if necessary). Participants will learn how one’s attitude impacts the total performance and effectiveness of the team. Will practice counseling participants that may need help in adjusting his or her attitude.

Format: Presentation

Session 5: Ergonomics in the Workplace

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Special Interests

Speaker(s): Kristie Elton, University of California, Office of the President; , ; ,

Description: This presentation will provide a general overview of ergonomics in various settings, including office, field, and manual material handling. Ergonomic risk factors will be identified and proven strategies for mitigating such risk factors will be shared.

Format: Presentation

Session 6: History of the 1890 Land-Grant Universities: 125 Years Since the Passage of the Second Morrill Act

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Minority Serving Institutions

Speaker(s): L. Washington Lyons, Association of Extension Administrators; , ; ,

Description: This session will focus on the history and contributions of the 1890 land-grant universities with emphasis on the 125th Anniversary of the Second Morrill Act.

Format: Presentation

Session 7: The 5 Choices of Extraordinary Productivity

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Human Resources

Speaker(s): Keith Niemann, UNL Extension; Deanna Vansickel-Staudt, UNL Extension; ,

Description: Are you Feeling Buried Alive? The barrage of information coming at us from multiple sources coupled with the demands of our careers, are overwhelming and distracting. The sheer volume of information threatens our ability to think clearly and make wise decisions about what's important. FranklinCovey's The 5 Choices to Extraordinary Productivity is a process that will dramatically increase your ability to achieve life's most important outcomes. Supported by science and years of experience, this solution not only produces a measurable increase in productivity, but also provides a renewed sense of engagement and accomplishment. As a result of these two sessions, you will: • Learn how to better filter vitally important priorities from distraction so you can make a real contribution. • Define your desired outcomes for your most important professional and personal roles to get motivated to achieve extraordinary results. • Learn the planning systems that lead to you feeling more accomplished virtually every day. • Create a "productivity engine" by optimizing (Outlook/Google/Lotus Notes). • Implement the "5 Energy Drivers" to consistently recharge mental and physical energy.

Format: Presentation

Session 8: Civil Rights Challenges

Day/Time: Monday, May 4, 1:00-2:15 PM

Track: Diversity/Civil Rights

Speaker(s): Norman Pruitt, NIFA; , ; ,

Description: NIFA –EOS Civil Rights staff will discuss with attendees the current challenges in Title VI civil rights and explore future areas that may present civil rights challenges. The session will broadly focus on areas of civil rights concerns in both Extension and Research operations such as program and workforce data collection, identifying eligible clientele, employment practices, joint employment or split appointments, advisory committee representation, underserved and underrepresented clientele, and the impact of these factors on State civil rights programs. NIFA staff will open the session to discussions with State partners. This session will be interactive with time for collective brain storming.

Format: Interactive

Session 9: Effective Communication

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: New Attendees

Speaker(s): Rodney Vandever, Purdue University; , ; ,

Description: Have you ever expressed frustration around perceived poor communication? Effective communication is all about the transfer of information and accurate understanding of that information. This workshop will explore the reason why communication efforts fail and then utilize experiential learning techniques to help improve your personal communication skills.

Format: Presentation

Session 10: Tracking Revenue Generation

Day/Time: 5/4/14, 2:45 - 4:00 PM

Track: Financial

Speaker(s): Todd Barre, LSU AgCenter; Linda Batiste, Southern University Ag Research and Extension Center; ,

Description: Sales of agricultural commodities and fees for demonstrations or short courses and sales of non-traditional sources has become a significant source of funds in these tight budget times. Accounting for this revenue, developing policy as to who has access to the funds, and who develops fees and costs, can be challenging. The presenters will discuss procedures in place at their respective university.

Format: Presentation

Session 11: Managing International Projects

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: Grants

Speaker(s): Matt Clawson, Purdue University, College of Agriculture; Beth Siple, Purdue University, College of Agriculture; ,

Description: Informal discussion from state perspective on the management of International projects and current issues. Topics will include discussion in-country cash/banking needs, employing local nationals, human resource issues overseas staff, risk management/security of travelers and best practices in bring international visitors to your campus.

Format: Presentation

Session 12: REEport: Smart Practices

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: Administrative

Speaker(s): Katelyn Sellers, NIFA; Lynn Grabowski, University of Connecticut; Carol Harvey Charisse West, Rutgers University, Kansas State University

Description: This session will provide REEport tips, smart practices and real-life anecdotes. Katelyn Sellers, Planning, Accountability & Reporting, NIFA, along with a panel of University REEport users will discuss effective REEport practices including: training, support deadlines, FTE's, writing tips and potential vulnerabilities.

Format: Discussion/Info Sharing

Session 13: NIFA Grants Modernization Status: Selection of SAP's Grantor Management Solution

Day/Time: May 5, 2015, 2:15 pm

Track: Special Interests

Speaker(s): Christopher Copenbarger, USDA/NIFA/OGFM; Michel Desbois, USDA/NIFA/OIT; ,

Description: This session provide background on the National Institute of Food and Agriculture's decision to select SAP's Grantor Management solution (Grantor) to meet our grants modernization goals. Presentation points cover: Grantor functionality; current Grantor users (USDA Agencies) and operational functionality; benefits to NIFA and your organization's stakeholders, including the self-service portal; a status update on NIFA's assessment and implementation plans; and, the role of Grantor as part of USDA's shared financial service provider portfolio.

Format: Discussion/Info Sharing

Session 14: Coaching for Performance

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: Minority Serving Institutions

Speaker(s): Linda Marie Manton, University of California Agriculture and Natural Resouces; Bethanie Brown, ; ,

Description: Help Your Employees Improve Their Performance: Through this interactive seminar, the department leader/supervisor will have a better understanding of the key skill that is needed to motivate their employees and teams to excel; the skill of coaching. In the seminar, the presenters will provide participants with coaching tools and steps of effective coaching for performance.

Format: Presentation

Session 15: The 5 Choices of Extraordinary Productivity

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: Human Resources

Speaker(s): Keith Niemann, UNL Extension; Deanna Vansickel-Staudt, UNL Extension; ,

Description: Are you Feeling Buried Alive? The barrage of information coming at us from multiple sources coupled with the demands of our careers, are overwhelming and distracting. The sheer volume of information threatens our ability to think clearly and make wise decisions about what's important. FranklinCovey's The 5 Choices to Extraordinary Productivity is a process that will dramatically increase your ability to achieve life's most important outcomes. Supported by science and years of experience, this solution not only produces a measurable increase in productivity, but also provides a renewed sense of engagement and accomplishment. As a result of these two sessions, you will: • Learn how to better filter vitally important priorities from distraction so you can make a real contribution. • Define your desired outcomes for your most important professional and personal roles to get motivated to achieve extraordinary results. • Learn the planning systems that lead to you feeling more accomplished virtually every day. • Create a "productivity engine" by optimizing (Outlook/Google/Lotus Notes). • Implement the "5 Energy Drivers" to consistently recharge mental and physical energy.

Format: Presentation

Session 16: Using Media To Engage in Critical Conversations About Race

Day/Time: Monday, May 4, 2:45-4:00 PM

Track: Diversity/Civil Rights

Speaker(s): Julie Middleton, University of Missouri Extension; , ; ,

Description: This session will feature a 55 minute award-winning documentary co-produced and co-directed by 4 University of Missouri (MU) faculty and staff members, including presenter Julie Middleton from MU Extension. The film, "Battle, Change from Within" chronicles the struggles that led to desegregation of schools, housing and the community in a small mid-western town. It focuses on a community leader with a calm demeanor and quiet resolve who dedicated himself to bridging the gap between the races to bring about change. The discussion following the film will focus on how faculty may use this film to engage in conversations about healing and community change. Curriculum/viewing guides

designed to debrief the film and engender robust critical conversations among community groups, K-12 schools and universities, and 4H Youth will be shared.

Format: Discussion/Info Sharing

Session 17: Swimming with Sharks: Exploring the Grant Budget Narrative Part 1

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: New Attendees

Speaker(s): Judy Robison, University of Arkansas, Division of Agriculture Cooperative Extension Service; Jessie Momen, Extension Service, West Virginia University; ,

Description: Ever wonder what information should be included in the grant budget narrative? What is not enough and when does it cross over into providing so much information that the project implementation requires numerous requests for budget adjustments? How can you be like Goldilocks and get it “Just Right?” This interactive double session (one session continued through two linked time brackets – second session is not a repeat of the first session) will explain the type and information that should be included in each section of the budget as well as analyze examples of actual budget narratives to identify strengths and weaknesses. This will be preceded by a brief overview of the purpose of the budget and the difference between the budget and budget narrative. The session will involve the audience in making the selection of topics covered (i.e. travel, salary, equipment, etc), their choice between examples provided for each section and sharing of their reasons for selection of their choices.

Format: Discussion/Info Sharing

Session 18: REEport: Financial Report (Former AD-419)

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Financial

Speaker(s): Katelyn Sellers, National Institute of Food and Agriculture (NIFA); , ; ,

Description: This session will cover all of the pertinent policies, procedures, and due dates for submitting REEport Financial Reports to NIFA for both competitive (non-capacity) and capacity projects. Focus will be given to the similarities and differences between the new REEport Financial Report format and submission process as compared to the former AD-419 process. An interactive discussion will also be held in order to identify lessons learned from the first year of NIFA using the REEport Financial Report.

Format: Presentation

Session 19: NIFA Federal Assistance Policy Guide (Pre-Award/Closeout)

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Grants

Speaker(s): Edward Nwaba, NIFA/USDA; Maria Koszalka, NIFA/USDA; ,

Description: This session will provide an update on the NIFA Federal Assistance Policy Guide which was published on October 1, 2014 and made available on the NIFA website. The session will also highlight the award life cycle - pre-award, post-award, and closeout activities applicable to NIFA's financial assistance mechanisms.

Format: Presentation

Session 20: OGFM Update

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Administrative

Speaker(s): Cynthia Montgomery, National Institute of Food and Agriculture (NIFA); , ; ,

Description: This session will take a town hall approach which will offer the conference attendees an interactive forum to share perspectives and feedback with the Deputy Director, OGFM. The presenter will provide their vision as it ties into the goals and objectives of the National Institute of Food and Agriculture (NIFA).

Format: Discussion/Info Sharing

Session 21: Behavioral Intervention: Violence Risk and Threat Evaluation and Management

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Special Interests

Speaker(s): Phillip Van Saun, University of California; ; ; ,

Description: This workshop seeks to engage the audience in open dialogue and targeted discussion of best practices for Behavioral Intervention and Violence Risk Assessment Teams. The goal of this session is to promote the use of evidenced-based best-practices to assess and mitigate behaviors of concern that present the risk of violence to the community we serve. The overarching learning objective of this session is to share best practices in the process, practice and protocol of assessing behaviors of concern which present the risk of violence. This learning objective will be supported by the presentation of current and ongoing research on behavioral intervention and violence risk management conducted by the University of California, as well as research conducted by other sources in higher education.

Format: Interactive

Session 22: 1890 Capacity Building and Facilities Grants

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Minority Serving Institutions

Speaker(s): Adriene Woodin, NIFA Awards Management Division; Edwin Lewis, NIFA Institute of Youth, Family and Community; ,

Description: This session will focus on the 1890 Capacity Building Program discussing the areas of interest for FY 2015 and updates to the Program. It will also include discussion on the 1890 Facilities Program terms and conditions and other aspects of that program.

Format: Presentation

Session 23: Hot Topics in Employment Law

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Human Resources

Speaker(s): Leslie Van Houten, University of California; ; ; ,

Description: Hot Topics in Employment Law--A Review of Recent Federal Cases that Effect Public Employment and Emerging Workplace Issues.

Format: Presentation

Session 24: Best Practices: Limited English Proficiency (LEP)

Day/Time: Tuesday, May 5, 8:30-9:45 AM

Track: Diversity/Civil Rights

Speaker(s): Joe Hunnings, Virginia Tech; ; ; ,

Description: Join us for an interactive discussion regarding best practices on LEP.

Format: Interactive

Session 25: Swimming with Sharks: Exploring the Grant Budget Narrative Part II

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: New Attendees

Speaker(s): Judy Robison, University of Arkansas, Division of Agriculture Cooperative Extension Service; Jessie Momen, Extension Service, West Virginia University; ,

Description: Ever wonder what information should be included in the grant budget narrative? What is not enough and when does it cross over into providing so much information that the project implementation requires numerous requests for budget adjustments? How can you be like Goldilocks and get it “Just Right?” This interactive double session (one session continued through two linked time brackets – second session is not a repeat of the first session) will explain the type and information that should be included in each section of the budget as well as analyze examples of actual budget narratives to identify strengths and weaknesses. This will be preceded by a brief overview of the purpose of the budget and the difference between the budget and budget narrative. The session will involve the audience in making the selection of topics covered (i.e. travel, salary, equipment, etc), their choice between examples provided for each section and sharing of their reasons for selection of their choices.

Format: Discussion/Info Sharing

Session 26: Audits: Lessons Learned

Day/Time: May 5, 10:15

Track: Financial

Speaker(s): Cherise Hall, Purdue University; Callie Glascock, University of Missouri; ,

Description: The presentation will include lessons learned from A133 and sponsor specific audits. The audits include a review of both capacity and competitive funds.

Format: Presentation

Session 27: Indirect Cost

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: Grants

Speaker(s): Edward Nwaba, NIFA/USDA; , ; ,

Description: The budgets for federal awards are separated into two general categories -- direct costs and indirect costs. This session will discuss the two categories of costs and highlight what differentiates a direct cost from an indirect cost. The session will provide an insight on how the dollar amounts of indirect costs category in the award budget is determined.

Format: Presentation

Session 28: Shared Service Centers

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: Administrative

Speaker(s): Christen Harryman, Oregon State University; Sheryl Powell, Oregon State University; ,

Description: Panel Discussion: Shared Services Center at Oregon State University and University of California. Topics include: Planning and Implementation, Organizational Structure, Tasks Performed, Lessons Learned, Benefits Gained or Lost

Format: Presentation

Session 29: Effectively leveraging social media for outreach and engagement

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: Special Interests

Speaker(s): Rose Hayden-Smith, University of California Cooperative Extension; , ; ,

Description: Using social technologies for outreach and engagement is no longer an option: it should be considered an essential part of our work. In this high-energy session, we'll discuss how to effectively leverage social technologies for outreach, engagement, advocacy, and branding. Bring a smart device to the presentation, be prepared to engage and have fun, and please review in advance a handout that will be emailed to you.

Format: Presentation

Session 30: Communicating Our Story: Program Impacts

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: Minority Serving Institutions

Speaker(s): Louis Whitesides, South Carolina State University; , ; ,

Description: Communicating Program Impacts is the function of a University whose goal is to plan, promote, and distribute programs, services and successes by keeping in constant touch with the organization's various constituencies while uncovering their needs and expectations for the university and themselves.

Format: Presentation

Session 31: Mental Illness in the Workplace

Day/Time: May 4th, 10:15 - 11:30

Track: Human Resources

Speaker(s): Kim Rodrigues, UC ANR Hopland REC; , ; ,

Description: We are all facing increasing stress in the work place and in other areas of our fast-paced lives. Sometimes, we all feel overwhelmed and at a loss as how to best prioritize and respond to our work demands. As managers addressing performance issues in the work place, what can and should we know in order to respond to stress in the work place for us and others? How can we recognize potential mental illness? What makes this unique or different from dealing with any other potential medical restrictions? These questions and more will be explored through this interactive session. Various scenarios will be shared and worked through in large and small group activities. This session is led by a manager just like you, seeking to better support our employees while also seeking success for our organization and /or unit.

Format: Interactive

Session 32: Workplace Bullying: Define, Recognize and Respond

Day/Time: Tuesday, May 5, 10:15-11:30 AM

Track: Diversity/Civil Rights

Speaker(s): Chiquita McAllister, NC A&T State University; , ; ,

Description: Bullying in the workplace is more common than you might think. It is often hard to identify and even harder to manage. It comes in many forms, occurs at every level, and is often unnoticed and unaddressed until it leads to more devastating consequences. Participants in this session will benefit from the interactive, skill-based training to help establish and maintain workplaces that are physically and emotionally safe.

Format: Interactive

Session 33: Introduction to REEport

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: New Attendees

Speaker(s): Katelyn Sellers, National Institute of Food and Agriculture (NIFA); , ; ,

Description: This session will explain the process by which competitive grants and capacity projects are initiated in REEport and reported on throughout the life of the project. It will describe the policies and procedures that apply to both competitive grants and capacity-funded projects and also highlight where they are different. Attendees at this session will learn the dos and don'ts of using the REEport system for post-award reporting and how to ensure all requirements for their grants/projects are met.

Format: Presentation

Session 34: Automated Standard Payment System (ASAP) and the Payment Management System (PMS)

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: Financial

Speaker(s): Felicia Harmon-Darby, National Institute of Food and Agriculture (NIFA); , ; ,

Description: Managing your grants in ASAP and HHS-PMS.

Format: Interactive

Session 35: Tapping Into Non-Federal/State Funding

Day/Time: 5/5/15, 1:30-2:45

Track: Grants

Speaker(s): Marcy Fisher, LSU AgCenter; Danielle Bayham, LSU AgCenter; Sadie Brown, University of Georgia

Description: With the continued threats of state budget cuts and the uncertainty of federal funds, it's important to be able to tap into other funding sources to carry out the mission of our various universities. This session will explore other funding sources that are available and the procedures that are in place to account for those funds.

Format: Presentation

Session 36: Farm Bill Impacts on NIFA Grant Programs

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: Administrative

Speaker(s): Erin Daly, NIFA; , ; ,

Description: A year has passed since the President signed the Farm Bill into law. Learn how NIFA's implementation of key provisions is impacting our grantees. Time will be spent discussing how NIFA certifies Non-Land-Grant Colleges of Agriculture, what Centers of Excellence are and how they're being provided priority in funding, and what new grant opportunities may spring from the involvement of Commodity Boards in the Agriculture and Food Research Initiative.

Format: Interactive

Session 37: Risk and Safety Audits of Research & Extension and Cooperative Extension – Findings and Outcomes

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: Special Interests

Speaker(s): Mark Barros, UC ANR; Brian Oatman, ; ,

Description: The presenters will discuss the audit programs that have been implemented at UC ANR facilities to ensure compliance with health, safety, and environmental regulations and policies and steps to assess and mitigate risk and liability in Cooperative Extension county offices and Research & Extension Centers. The presentation will include a review of common audit findings and steps taken to correct potential hazards or liabilities.

Format: Presentation

Session 38: 1994 Best Practices, Opportunities, and Challenges

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: Minority Serving Institutions

Speaker(s): John Phillips, First Americans Land Grant Consortium (FALCON); ; ; ,

Description: This open forum will provide participants the opportunity to discuss and share best practices in land-grant teaching, extension and research in Native American communities, as well as the potential opportunities and challenges that exist. Topics would include the essential elements of effective partnerships, community-based programming, and the administration and implementation of land-grant programming.

Format: Interactive

Session 39: Juggling the Competing Demands of Compliance in HR/Administration

Day/Time: Tuesday, May 5, 1:30-2:45 PM

Track: Human Resources

Speaker(s): Barbara Duncan, University of Maryland, College of Agriculture and Natural Resources; ; ; ,

Description: Examine the intersection of institutional compliance needs, constituent needs in compliance situations, and values/ethics that drive HR decisions. Consider how competing interests often overlap and present opportunities for “win-win” solutions and learn how to build an effective compliance program that increases the chances that compliance decisions will be accepted and understood.

Format: Discussion/Info Sharing

Session 40: Creating and Maintaining Civility in the Workplace

Day/Time: May 5, 2015, 1:30 p.m.

Track: Diversity/Civil Rights

Speaker(s): Julie Middleton, University of Missouri Extension; ; ; ,

Description: During this interactive session, participants will learn ways to create and maintain civility in the workplace. Tips will be provided as to how to institutionalize efforts to change the culture in an organization to one that values civility and inclusivity.

Format: Discussion/Info Sharing

Session 41: NIFA Grant Application Systems Simulations

Day/Time: Tuesday, May 5, 2015, 3:15

Track: New Attendees

Speaker(s): Wanda Walker, NIFA; , ; ,

Description: Ever wonder how your grant application moves through NIFA. This session will give you a general overview of the journey for a submitted application from Grants.gov through NIFA's award process. Come take this simulation ride to gain a clearer understanding of the various systems used by NIFA to process your application.

Format: Interactive

Session 42: Responsibility Center Budget Management (RCM): Bigger budget, less money. Wait, what?

Day/Time: Tuesday, May 5, 3:15-4:30 PM

Track: Financial

Speaker(s): Gary Deziel, University of Vermont Extension; , ; ,

Description: Is RCM too old and tired for yet another go-around in NERAOC? Absolutely not! The University of Vermont is implementing an "incentive-based budget" model July 1, 2015, and there's plenty to talk about from the point of both Extension and Research. F&A for all! The formulas used for grants and contracts F&A-sharing are skewed towards maximizing revenue, thus unintentionally inhibiting "public good" work sponsored by organizations who cannot afford, or do not want to afford, paying the university overhead rates. Low and zero-F&A grants, especially bigger ones, are in fact going to cost us money. What do we do? Don't let a little UBIT scare you? We are being encouraged to be creative in revenue-generation. We have several small but innovative revenue-producing activities in play. And what about selling intellectual property? Can this be an object lesson in how to make money, or how to lose even more money? Programs that we'll look at vary from iPad/iPhone apps to education for tax accountants to building a better mouse-trap (metaphorically speaking). That'll cost you. We are being invoiced for everything, even toilet flushes (yes, it's the metered water bill!). We will be billed for the many cost centers on campus. And for space too, at about 200% what we could get if we moved across the street. At the end of the day, when all the money is divided and the bills are paid, we owe the university money. But the university will "subvent" (a new word for the academia to use with a flourish!) or allocate Extension even more money – "forever" says the Provost. The average provost lasts 4.3 years. That's about how long forever is, but financial managers are not known optimists... join me!

Format: Interactive

Session 43: Time and Effort Reporting

Day/Time: Tuesday, May 5, 3:15-4:30 PM

Track: Grants

Speaker(s): Tim Nesbitt, New Mexico State University; , ; ,

Description: Description coming soon.

Format:

Session 44: Farm Bill Impacts on NIFA Grant Programs

Day/Time: Tuesday, May 5, 3:15-4:30 PM

Track: Administrative

Speaker(s): Erin Daly, NIFA; , ; ,

Description: A year has passed since the President signed the Farm Bill into law. Learn how NIFA's implementation of key provisions is impacting our grantees. Time will be spent discussing how NIFA certifies Non-Land-Grant Colleges of Agriculture, what Centers of Excellence are and how they're being provided priority in funding, and what new grant opportunities may spring from the involvement of Commodity Boards in the Agriculture and Food Research Initiative.

Format: Interactive

Session 45: Leading From Any Chair

Day/Time: 5/5/15, 3:15 - 4:30

Track: Special Interests

Speaker(s): Marcy Fisher, LSU AgCenter; Linda Batiste, Southern University AgCenter; ,

Description: How many times have you heard the statement it's not my job or how many times have you made that statement? How many times have you made the statement it's not my decision to make. Often times, leadership within an organization is thought of as the person who is in the leadership role. However, leadership isn't just reserved for the people at the top of the organization, but it flows through the organization on every level. No matter where you sit in the organization, being able to lead effectively and efficiently is integral to your individual job. This session will discuss the importance of being able to lead from any chair even when your not in a named leadership role.

Format: Interactive

Session 46: Strategic Planning for 1994 Land Grants

Day/Time: May 5, 2015, 8:30-9:45 AM

Track: Minority Serving Institutions

Speaker(s): Pat (Patricia) Aune, United Tribes Technical College; , ; ,

Description: 1994 Land Grant programs are evolving. United Tribes Technical College relies on strategic planning to guide in program prioritization, development and funding. Review the process, discuss the pros and cons.

Format: Interactive

Session 47: Federal Benefits Update

Day/Time: Tuesday, May 5, 3:15-4:30 PM

Track: Human Resources

Speaker(s): Celia Rainville, University of Vermont Extension; Mary Fran San Soucie, Montana State University; Kaela Black Becky Priebe, Iowa State University

Description: This session is a presentation and open discussion on the Federal HR policies and procedures. The focus of the discussion will be provide up to date information on Federal policies and procedures that impact on the CES former federal appointees. Participants will have an opportunity to discuss issues with the group.

Format: Discussion/Info Sharing

Session 48: Diversity Change in Higher Education : Where Are We in Our Journey?

Day/Time: Tuesday, May 5, 3:15-4:30 PM

Track: Diversity/Civil Rights

Speaker(s): Patreese Ingram, The Pennsylvania State University; , ; ,

Description: Concepts of diversity and inclusion are commonly stated as part of universities' mission and vision. But what does it look like in actual practice? To what extent have universities moved beyond the stated goals and transformed into truly multicultural organizations? How have universities been successful in achieving their visions and what barriers must yet be negotiated to bridge the gap between diversity concepts and practice.

Format: Discussion/Info Sharing

Session 49: Before you Spend a Dime: Grants Management 101

Day/Time: 5/6/15, 7:00-8:15

Track: New Attendees

Speaker(s): Michelle Miller, LSU AgCenter; Kathy Nolan, ; ,

Description: Are you wondering how to get started once you receive your grant award? Grants are excellent revenue sources used to supplement existing programs or implement new ones. This session will provide helpful successful project implementation for those new to grants management or those needing a refresher.

Format: Presentation

Session 50: Introducing the Supercircular: 2 CFR 200 And Its Impact From A Federal And State Perspective

Day/Time: Wednesday, May 6, 2015, 8:30

Track: Financial

Speaker(s): Maria Koszalka, National Institute of Food and Agriculture (NIFA); Christopher Copenbarger, National Institute of Food and Agriculture (NIFA); Mike Ludwig,

Description: On December 19, 2014, USDA implemented the Office of Management and Budget's (OMB) Uniform Guidance: Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards. The Uniform Guidance, also known as the Supercircular or Omniscircular, streamlines regulations and requirements affecting new and some modified grants and other Federal financial assistance transactions, and strengthens oversight of Federal funds to reduce risks of waste, fraud, and abuse. During this session, Federal and State agency representatives will present on noteworthy policy changes from prior regulations.

Format: Discussion/Info Sharing

Session 51: Capacity Grants

Day/Time: Wednesday, May 6, 8:30-9:45 AM

Track: Grants

Speaker(s): Brenda Barnett, NIFA/OGFM; , ; ,

Description: In this session conference attendees will learn about the Extension and Research Capacity grant programs, to include the Capacity lifecycle, reporting requirement and their due dates. Speaker will also provide an update on the status of the FY 2015 Capacity quarterly fund release payments.

Format: Presentation

Session 52: How Federal Excess Property Facilitates Research at Universities

Day/Time: Wednesday, May 6, 8:30-9:45 AM

Track: Administrative

Speaker(s): John Poehlmann, MU College of Agriculture, Food and Natural Resources; Garland Veasey, Clemson University; Lana Podielsky Jesse Smith, USDA

Description: Federal Excess property has been used to facilitate research in a number of ways, including providing needed equipment a project is unable to buy as well as saving enough to a project to finance another graduate student or post-doc.

Format: Discussion/Info Sharing

Session 53: Real Colors: Personal Assessment

Day/Time: May 6, 2015, 8:30am

Track: Special Interests

Speaker(s): Mary Fran San Soucie, Montana State University Extension; , ; ,

Description: This one's a LOT of fun! Real Colors® Personality Instrument is a simple, intuitive system for identifying the four temperaments (Blue, Gold, Green or Orange) common to all people. It provides users with an effective tool for understanding human behavior, for uncovering motivators specific to each temperament and for improving communication skills. Real Colors® serves as the foundation for dynamic workshops designed to address common organizational issues such as stress reduction, conflict prevention, team building, improving customer service and much more. And without a doubt, Real Colors® works. Since 1981, hundreds of thousands of people in businesses, professional organizations, universities, and government agencies throughout North America have used Real Colors® and its principles to improve and enhance their personal and professional relationships. The techniques learned through Real Colors® can help bring about lasting, positive change, resulting in higher levels of success for all.

Format: Interactive

Session 54: Tribal Life Cycle (Pre & Post Award Management)

Day/Time: Wednesday, May 6, 8:30

Track: Minority Serving Institutions

Speaker(s): Adriene Woodin, USDA/NIFA/OGFM/Awards Management Division; Tim Grosser, ; ,

Description: Session is specifically for the 1994 Tribal Institutions and will include information on the life cycle of an award. The session will focus on pre and post award management, from submitting your grant to closing out and submitting final reports. This session will also cover information on the importance of drawing down your funds and tracking grant expenditures.

Format: Discussion/Info Sharing

Session 55: Employee Engagement: It begins with me

Day/Time: Wednesday, May 6, 8:30-9:45 AM

Track: Human Resources

Speaker(s): Sheri Schwab, North Carolina State University; , ; ,

Description: Are you passionate about your job? Do you dread going to work in the morning? As leaders in our organizations, it is critical that we are fully engaged ourselves. Whether we are in a rut or have a subordinate that is not showing passion for their work, there are actions that can be taken to reengage. Explore the difference between burnout and stress, the signs, symptoms and causes of each, and tips to recharge. It is never too late to rediscover your passion.

Format: Interactive

Session 56: Unintended Bias Mistakes, Where Does it Come From?

Day/Time: Wednesday, May 6, 8:30-9:45 AM

Track: Diversity/Civil Rights

Speaker(s): Charity Buchert, University of Idaho, College of Ag & Life Sciences; , ; ,

Description: Participants will learn how bias originates in childhood--How in its early stages it begins to apply itself to first impression encounters and how bias transforms itself into stereotyping, which can become a self-fulfilling prophecy.

Format: Interactive

Session 57: Management Basics of Off-Campus Ag Centers

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: New Attendees

Speaker(s): Jennifer Kaiser, Purdue University; Debra Driskill, University of California; ,

Description: Discussion of funding structure and financial management process for off-campus ag centers. A look into commodity marketing and income generation, procurement processes, HR issues and day-to-day financial operations. Joint review of Purdue University and the University of California Ag Centers.

Format: Presentation

Session 58: Managing Internal Controls

Day/Time: 5/6/15, 10:15-11:30

Track: Financial

Speaker(s): Suzanne McNatt, Oklahoma State University; Stephen Kleiber, Virginia Tech College of Agriculture and Life Sciences; Kimberly Browne, University of Florida

Description: Internal controls are an integral part of a organization's everyday existence. It plays an important role in detecting and preventing fraud and protecting the organization's assets and resources. In this session, presenters will speak from the state perspective in regards to internal control procedures within their respective universities.

Format: Presentation

Session 59: Post Award Management

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: Grants

Speaker(s): Adriene Woodin, NIFA Awards Management Division; Sondra Watkins, ; ,

Description: What project changes need prior agency approval? Why does it take so long to transfer a project from one institution to another? Has my award been closed out? When is the last day I can drawdown my funds? This comprehensive session on post-award management will provide information on how project changes are implemented. Attendees will also learn about recent agency policy changes that can impact your work. This will include an interactive discussion with session attendees on the information shared.

Format: Interactive

Session 60: Impact Reporting

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: Administrative

Speaker(s): Sara Delheimer, National Multistate Research Program; , ; ,

Description: We all need to explain the value of our work--the so what and who cares? Impact writing should be easy for the public to understand, show a return on investment, and can help your work gain exposure as a source for story ideas for the media or funding proposals. Participants will learn and practice the basics of powerful impact reporting and how to craft messages that are meaningful to decision-makers, community-members, and your next-door neighbors. Drawing from the experiences of sciences writers in the land-grant system, we will impart professional insights, share tips and tricks, dissect examples of good impact statements, and suggest valuable venues for your impact writing.

Format: Interactive

Session 61: Innovative and Organic Approaches to Mentoring

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: New Attendees

Speaker(s): Kim Rodrigues, UC Agriculture and Natural Resources; ; ; ,

Description: A blended approach to mentoring is one that allows the new employee to work directly with their supervisor and their peers to select mentors over time that work well for them. This blended approach allows some structure to the process and the flexibility to allow the employee to ensure they work well with the mentor(s). Centralized support from UC ANR to prepare supervisors to be coaches and set SMART goals is key to success of this model. Details of this program and discussions with participants will enhance this interactive session.

Format: Interactive

Session 62: 1890 Project Management 101

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: Minority Serving Institutions

Speaker(s): Delbert Foster, South Carolina State University; Sharolyn Simmons, South Carolina State University; ,

Description: The session will introduce and discuss some techniques proven to assist in the successful management of the fiscal, operational and programmatic aspects of The 1890 Program.

Format: Interactive

Session 63: Appreciation in the Workforce

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: Human Resources

Speaker(s): Charity Buchert, University of Idaho, College of Ag & Life Sciences; ; ; ,

Description: How do you show appreciation to your employees? Do you show appreciation the same way to each employee? The number one factor in job satisfaction is not the amount of pay but whether or not an individual feels appreciated and valued for the work they do. This presentation will provide different ways of showing appreciation based on individual preference of words of affirmation, quality time, acts of service, tangible gifts, and physical touch.

Format: Presentation

Session 64: Civil Rights Requirements: Comparison of Extension and Research

Day/Time: Wednesday, May 6, 10:15-11:30 AM

Track: Diversity/Civil Rights

Speaker(s): Norman Pruitt, NIFA; ; ; ,

Description: NIFA-EOS staff will review and compare with attendees civil rights requirements relative to Extension and Research programs. Civil rights review standards and application of civil rights laws, regulations and policies will be shared with attendees with a focus on similarities in Extension and Research civil rights programs. This session will be an interactive open presentation and discussion with attendees. EOS staff will share requirements of civil rights laws, regulations and data, including the documents typically required during a comprehensive civil rights review and how these requirements are similar and different between Research and Extension. Discussions are targeted to attendees responsible for administering Extension and Research civil rights programs and/or providing data to support a civil rights program.

Format: Interactive

Session 65: NIMSS Overview

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: New Attendees

Speaker(s): Sarah Lupis, Western Association of Agricultural Experiment Station Directors; Christina Hamilton, North Central Regional Association of Agricultural Experiment Station Directors; ,

Description: NIMSS has undergone several changes in the last year, and is currently being redesigned by a team from Clemson University. This presentation will review NIMSS in its present state, providing instruction on how to accomplish typical tasks and answering your questions on how to navigate the system.

Format: Presentation

Session 66: Internal Service Centers/Recharge

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: Financial

Speaker(s): Joni Rippee, University of California; Tim Nesbitt, New Mexico State University; Debra Driskill, University of California

Description: This session will focus on the definitions of rate and recharge and internal service center operations. Presenters will share the various types of centers currently functioning within their institutions as well as share institutional policy and other guidelines available to faculty and staff to assist in the proper operation of centers. The presenters will review training tools utilized to ensure that faculty and staff have a proper introduction to the proper use of rate, recharge and internal service centers.

Format: Discussion/Info Sharing

Session 67: Matching & Cost-Sharing for Capacity/Non-Capacity

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: Grants

Speaker(s): Edward Nwaba, NIFA/USDA; Erin Daly, NIFA/USDA; ,

Description: This session will discuss cost sharing and matching on NIFA programs; the documentation needed at time of award; how matching applies to non-Capacity awards; what is allowable or unallowable as matching contributions; when can you use unrecovered F&A; and, how/where is matching or cost-sharing reported. In addition, the updated matching required in the 2014 Farm Bill will be discussed.

Format: Presentation

Session 68: The 'NEW' eXtension: A New Model, A New Opportunity

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: Special Interests

Speaker(s): Terry Meisenbach, eXtension; , ; ,

Description: eXtension is evolving into a new entity focused primarily on expanding professional development, addressing emerging issues and fostering Cooperative Extension system-wide innovation. After several internal and external reviews the leadership of eXtension has been engaged in a strategic planning effort laying out just how the revamped organization will work. This interactive presentation will explain the "new" eXtension and how all of Cooperative Extension can participate. Attendees will be especially interested in this effort as telling the "new" eXtension story will be something they can help CE achieve system-wide.

Format: Presentation

Session 69: Communicating in Partnership

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: New Attendees

Speaker(s): Virginia Bueno, National Institute of Food and Agriculture (NIFA); , ; ,

Description: Presentation will focus how LGUs-NIFA can collaborate to highlight ongoing and completed research, extension and education efforts

Format: Presentation

Session 70: Moving from Diveristy to Inclusion in the Workplace

Day/Time: May 3-7, 2015, Not sure

Track: Diversity/Civil Rights

Speaker(s): Pamala Morris, Purdue, College of Agriculture; , ; ,

Description: This is an interactive session focused on helping individuals understand some of the challenges and barriers that exist when working with people from diverse backgrounds and experiences. Participants will discuss "Attribution Biases" through an interactive exercise that looks at "ingroup members" (those we describe as 'similar' or 'like me') or "outgroup" members (those we describe as 'dissimilar' or 'not like me').

Format: Interactive

Session 71: Building Empowered Teams

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: Human Resources

Speaker(s): Linda Marie Manton, University of California Agriculture and Natural Resouces; Bethanie Brown, University of California Agriculture and Natural Resources; ,

Description: The participant will gain knowledge in workplace interactive team building. The skills and activities leaned are transferable to team leaders of regional or county teams. The seminar will be interactive and participants will gain skills on innovative ways to enable individuals and groups to achieve personal and team goals and have fun in the process. Areas covered in the seminar include: Context of team building, commitment to the team, collaborative and coordinated teams, the consequences of positive team participation, and team dynamics and cultural change.

Format: Presentation

Session 72: Civil Rights: Don't Panic Over Civil Rights Review

Day/Time: Wednesday, May 6, 1:30-2:45 PM

Track: Diversity/Civil Rights

Speaker(s): Judy Barth, Colorado State University Extension; Ann Coulon, Louisiana State University Ag Center; ,

Description: Panel: This session willshare the best practices, learningexperiences, tips, etc. to help othersprepare for a USDA Civil RightsReview for Extension and Research.Panel members will be frominstitutions that have recently beenthrough a USDA Civil Rights Reviewand will engage with the audience togenerate ideas and assist those whoare novices in this area to prepare theirinstitution and its leadership/management

Format: Discussion/Info Sharing

Session 73: Understanding the Affordable Care Act-What it Means To Me

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Human Resources

Speaker(s): David Blake, Oregon State University; , ; ,

Description: Take a layman's tour of the key elements and issues resulting from implementation of the Affordable Care Act (ACA). Understand how this impacts not only my organization but me personally.

Format: Discussion/Info Sharing

Session 74: Multi-Year Financial Reporting: Funding Sources, Assumptions, Allocations, Forecasting and Modeling

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Diversity/Civil Rights

Speaker(s): Teresa Soito, University of California; Jennifer Bunge, ; ,

Description: University of California's Agriculture & Natural Resources faced a challenge that will sound familiar – how to create a 10 year forecast and model different scenarios considering all the moving targets: funding sources and allocations, state funding, income, and expenditure trends. We will discuss how we framed the challenge, where we are now with our Financial Reporting and what's in our future

Format: Presentation

Session 75: The Do's and Don'ts of Grants: Federal and State Perspective

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Grants

Speaker(s): Adriene Woodin, NIFA Awards Management Division; Charisse West, Kansas State University; ,

Description: Understanding application guidelines, budget terminology and subcontracting processes are but a few of the many skills needed by today's grants administrator. This comprehensive session will cover a myriad of dos and don'ts when it comes to the grants management process. Presenters will start this session with tips on proposal submission and will finish with award close out. In between, discussion will focus on reporting requirements, budgetary details and re-allocations, post award procedures and payment. Attendees of this session will learn how to access agency award terms and conditions, administrative guidelines, and program specific information. An interactive question and answer session will follow.

Format: Presentation

Session 76: Land-Grant Impacts Portal

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Administrative

Speaker(s): Scott Cummings, Texas A&M AgriLife Extension Service; Tim L. Cross, University of Tennessee; ,

Description: The new Land-Grant Impact Portal will be discussed; the history behind the Impact Portal, the target audience, public use, how to manage your data, and a one year follow up on the Portal's use, and future plans for the Portal. This session will also provide a demonstration of the Impact Portal, instructions on navigating and using the Portal and helpful hints from users.

Format: Interactive

Session 77: Crisis Communications: Turning Adversity Into Opportunity

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: New Attendees

Speaker(s): Steve Manuel, College Of Communications, The Pennsylvania State University; , ; ,

Description: This presentation will provide a working definition and history of crises; show the difference between crisis management and crisis communication, and demonstrate through crisis examples how even the worst crisis can be used to generate opportunity for an organization to become stronger, if not better than it was prior to the crisis.

Format: Presentation

Session 78: Developing Leaders at MSIs: The Lead 21 Program

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Minority Serving Institutions

Speaker(s): Terrence Wolfork, Fort Valley State University; Ayanna McPhail, Fort Valley State University; ,

Description: To describe the LEAD21 Program and the benefits of enrolling to both the participant and the institution.

Format: Interactive

Session 79: Background Investigations: Employment and Volunteers

Day/Time: Wednesday, May 6, 3:15-4:30 PM

Track: Human Resources

Speaker(s): Brian Oatman, UC Agriculture and Natural Resources; Chris McClendon, Alabama Cooperative Extension System; ,

Description: Review panel will discuss successful implementation of background checks on employees and volunteers in higher education arena.

Format: Presentation

Session 80: Recruitment: Maintaining Diversity in Tight Budgets

Day/Time: May 6, 3:15 -4:30

Track: Diversity/Civil Rights

Speaker(s): Sheri Schwab, North Carolina State University; Nikki Kurdys, North Carolina State University; ,

Description: It's clear the nation's top companies and universities are seeking diverse talent pools. Technically, we're all diverse. Diversity recruiting strategies boil down to finding the best, most qualified candidates but in tight budgets, this is often a challenge. Find out ways to utilize your resources by finding diverse applicant pools.

Format: Discussion/Info Sharing