THE STATE UNIVERSITY OF NEW YORK AT FREDONIA SECRETARIAL/CLERICAL PROFESSIONAL DEVELOPMENT GROUP 2019 FALL CONFERENCE AGENDA

Friday, October 11, 2019

8:30 a.m. to 9:00 a.m. Registration and Refreshments

assorted fruit, sweet breads, water, coffee, and juice

9:00 a.m. to 9:15 a.m. Introductions/Ice Breakers

9:15 a.m. to 10:00 a.m. Mr. Charles J. Holder, Emergency Planning Coordinator

Stop the Bleed - What Everyone Should Know to Stop

Bleeding After an Injury

10:00 a.m. to 10:15 a.m. Break

10:15 a.m. to 12:00 p.m. Dr. Naomi Baldwin, Director of International Education and

Ms. Erin Willis, Assistant Director of International Education

Self, Identity, and the Context of Cultures

A face to face learning simulation to improve participants' cultural competency by helping them understand the impact of culture on the behavior of people and organizations.

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12:00 p.m. to 1:00 p.m. Lunch – mixed green salad, garlic mashed potatoes, green

bean almondine, sliced turkey and gravy, lasagna swirls,

pumpkin bars, water, coffee, and soda

1:00 p.m. to 1:30 p.m. Presentation of the Poummit Secretarial Award in Memory of

Janet Marks and the Barbara Saletta Meritorious Service

Award by Interim President Hefner

1:30 p.m. to 3:45 p.m. See Afternoon Sessions

3:45 p.m. Door Prizes (must be present to win)

AFTERNOON SESSIONS

These sessions will run from 1:30 p.m. to 2:30 p.m. and again from 2:45 p.m. to 3:45 p.m. You will select up to two options. You will sign up for the sessions you are interested in on the day of the conference

Paper Flower Craft



This session will be facilitated by Leah Betts, Office Assistant III – Human Resources and Caldie Proper, Secretary I - Biology.

There will be two sessions, limited to 15 people per session.

Breakout Boxes

This session will be lead by Alicia Wroblewski, Program Aide - Residence Life.

Breakout boxes are similar to escape rooms. You try to solve multiple clues to unlock the box within in a time limit.

There will be two boxes available with a group of 6 to each box. You will sign up for a time with a group of 6 and this will be rotated throughout the afternoon.

Yes there will be prizes!



Nature (Bird) Walk

with Gale Verhague, Secretary I – ITS and Student Accounts

This will be a new spin on the nature walk this year. Gale is very knowledgeable about birds and is excited to share this knowledge with you. She encourages you to bring a pair of binoculars if you have them.

She has recently been hired part-time by the NYS
Department of Environmental Conservation as the
Regional Coordinator for the NYS Breeding Bird
Atlas III that begins in January. She will be
responsible for the far Western New York and the
Allegheny Region of New York State. She hasn't had
her formal training yet, but will talk about the Bird



Atlas and the online eBird reporting since we need people from all over the area to report evidence of breeding birds to do a good job on the atlas. The link to the eBird reporting atlas is https://ebird.org/atlasny/about. In case of inclement weather, she may be able to do a tutorial on using eBird

Holiday Table Decorating

with Jeff Walter, Catering Manager - FSA



Jeff will share his talents and ideas for holiday table decorating.

Sessions will be limited to 15 people.

(picture is for illustration purposes only)



Zentangle Method/Coloring Space

lead by Nancy Quintyne, Office Assistant I - Dean's Office

This will be a relaxing, quiet space to learn Zentangle or color. You will be able to join at any time throughout the afternoon.

The Zentangle Method is an easy-to-learn, relaxing, and fun way to create beautiful images by drawing structured patterns. More information can be found at the below link.

https://zentangle.com/pages/about-the-zentangle-method