

8:30 to 9 am: Registration and Coffee

9 to 9:15 am: Opening Remarks

(all sessions are listed alphabetically within each breakout time by first word in title)

Breakout Session One (9:30 to 10:20 am)

Enhancing Collaboration with Pitt State Athletics

Nicolle Murphy, Assistant Athletic Director – Student Success

Additional presenters: Natalie Cullen, Kelly Miller & Dr. Cole Shewmake

The primary goal is to inform and engage with colleagues across campus regarding the latest updates in our collegiate athletics department. Attendees can expect information on new resources, current processes, and eligibility requirements. We aim to foster a collaborative environment where all departments can express and define their roles in supporting our student athletes.

Future Focus: Effective Career Planning Strategies

Kim Hull, Director of Career Development – Career Development & Heather Busch, Associate Director for Employer Relations – Career Development

This interactive session provides practical tools and strategies to help you proactively plan and navigate your career journey. Participants will learn how to set achievable goals, identify key skills to develop, and create a flexible roadmap for long-term growth and success.

How to get an extra \$1000 in your pocket!

Lori Scott Dreiling, Director – Human Resource Services

It is actually \$980 that you can earn, but this is close enough! This session will describe the State Employee Health Benefits Plan's wellness program, HealthQuest. Learn tricks and tips on how to get your HealthQuest points (40 in a calendar year) to earn \$500 in additional funds to your Health Savings Account (HSA) and/or a \$20 per pay period reduction in your group health plan premium (\$480/year). There are literally 45 different ways to earn points; many of which are 5 points each! Start collecting points now - in January - and you will find out how easy it is! *We will have a HOW TO LOG IN if attendees want to bring a laptop and view their personal HealthQuest page. Laptop is optional.*

Mastering Digital Signage Design: Best Practices for VISIX Monitors

Janet Kingman, Administrative Associate – Art

In this session, attendees will learn how to design visually compelling content for VISIX monitors (or similar digital signage systems) that grab attention, communicate clearly, and enhance the overall experience for viewers. Whether you are looking to create informative announcements, promotional visuals, or wayfinding content, this session will cover the entire design process from start to finish. You will discover best practices for optimizing visuals for large digital displays, understanding technical requirements, ensuring accessibility, and leveraging dynamic content. By the end of the session, you will be equipped with the skills to create professional-quality digital signage that resonates with your audience.

Power BI Basics: From Excel to Interactive Insights

Colby Watchinski, Business Intelligence Analyst – Advancement Services

In this beginner-friendly session, attendees will learn how to transform a simple Excel dataset into a visually compelling and interactive Power BI dashboard. The session will demonstrate to participants how to:

- Import data from Excel into Microsoft Power BI.
- Create a Power BI canvas and understand the user interface.
- Utilize end-user functionalities such as drill-through, filtering, and exporting reports.

Attendees will benefit from practical insights into Power BI's core features and user interactions, enabling them to effectively explore and present data within their organizations. By the end of the session, participants will leave with the confidence to create their own interactive dashboards and better understand how to navigate and use Power BI from an end-user perspective.

Suicide Prevention and Awareness Education

Sally Pullman-Rinkel, Behavioral Health Therapist – Community Health Center of SEK

In this session, attendees will learn about suicide prevention and awareness education/resources available on campus. The attendees will learn how to best respond to a student in crisis and how to get them to the right resources. We will discuss both on and off campus resources

Turning Your Weaknesses into Strengths

Libby Graham, Administrative Specialist – Biology & Chemistry

Utilizing the earliest works of Dr. Brene Brown, this session seeks to help participants learn how to turn their weaknesses into strengths by breaking out of the Shame & Blame game, rediscovering the power of vulnerability and approaching the guideposts of Wholehearted Living. Participants will take part in lecture, open discussion, and personal reflection exercises that will open their minds. Attendees will also walk away with a "suitcase" of resources to help them on their journey. *Attendees should bring an open mind!*

Unlocking the Potential of Microsoft Office: Boosting Productivity with Suite-Wide Tools

Angela Neria, Associate VP of Technology – ITS

Discover how Microsoft Office Suite can transform your daily tasks and enhance productivity. This informational session will explore the capabilities of essential Office applications, including Word, Excel, PowerPoint, Outlook, and more, while introducing integrated productivity tools like Microsoft Planner and Forms. Learn tips, tricks, and best practices to streamline workflows, improve collaboration, and maximize efficiency. Whether you are a seasoned user or new to the suite, this session will equip you with valuable insights and strategies to get the most out of Microsoft Office. *This will be informational only and not hands-on.*

Breakout Session Two (10:30 to 11:20 am)

Building Financial Foundations

Joslyn Olsson, Assistant Controller – Financial Reporting

This presentation will be a broad cover of personal finance topics. Some of the things covered include talking about credit, retirement, debt, savings, and so much more!

Canva 101: Design Made Simple

Marissa Poppe, Assistant Director – Partnership Dev & Industry Engagement

Jump into the world of easy, professional design with Canva! In this session, we will cover essential tools, tips, and how to use templates to help you produce polished designs. Perfect for anyone looking to add creativity and impact to their work! No experience required. *Attendees are encouraged to bring laptops to follow along, although not required.*

Getting Started with Navigate360

Ashley Wadell, Director – First Year Programs & Heather Eckstein, Assistant VP – Student Success Center

As with any technology, Navigate360 and its ability to enhance student success is only maximized when we all use it consistently. In this Quick Start session and as time allows, we will cover:

- Connecting your Outlook calendar
- Using Navigate for appointment scheduling by your assigned students
- Reviewing the student profile and important student history
- Entering notes

As time allows, we will also touch on the communication tools and search functions in Navigate360. Documentation of meetings with students will also be explored. *Attendees are encouraged to bring laptops to this session.*

Introduction to The Green Bandana Project

Lukas Metropoulos, Area Coordinator – Housing & Residence Life

Additional presenters: Jesse Briscoe & Jorge Leon

The Green Bandana Project is a program for students that raises mental health awareness, reduces stigma, and connects students to mental health and suicide prevention resources. Green is the color of mental health awareness. Student members go through a short training course, carry resource cards, and tie a green bandana to their backpack or another visible location to let their peers know that they are a member of the Green Bandana Project and a trusted person who knows how and where to reach out for help. In this session, you will learn about TGBP and its implementation on PSU's campus. You will learn how you (or others you know) can get involved with TGBP.

Mastering Microsoft Collaboration Tools: Understanding Teams, SharePoint, and OneDrive

David Nance, Director – IT Campus Services

Microsoft Teams, SharePoint, and OneDrive are powerful tools designed to enhance collaboration and productivity, but understanding their differences and applications can be challenging. This session provides a clear overview of each tool's purpose, functionality, and best use cases. Learn how Teams can facilitate real-time communication and teamwork, SharePoint supports document management and organizational collaboration, and OneDrive offers secure personal file storage. By the end of this session, you will have the knowledge and confidence to effectively integrate these tools into your workflow, optimizing your productivity and collaboration across the organization. *Attendees are encouraged to bring laptops to follow along, although not required.*

Proven Strategies to Promote an Event on Campus

Andra Stefanoni, Director of Media Relations – Creative & Strategic Communications

Do you or your department/office/organization plan events aimed at campus and/or community? Or will you be planning one in the coming months? This session will share best practices that will help ensure participation, sell tickets, and get engagement, including what to consider in the planning process that will impact your marketing and steps to publicizing it to key audiences and stakeholders.

- Learn how to best use available tools and resources that you can immediately implement.
- See examples of what works and what does not, and why.
- Leave with a template for a publicity timeline that you can use again and again.

There will be time for Q&A!

Travel Jeopardy!

Rachel Johnson, Controller – Business Office

Additional Presenters: Meghan Baker, Christina Davis, Justin Edge, Trent Puckett,

Join the Business Office for a round of Travel Policy Jeopardy! We will cover policies and procedures related to traveling for PSU. We'll have time after our game to answer your travel-related questions.

Unlocking Support: ComPsych's Employee Assistance Program (EAP)

Cassidy White, Account Manager – ComPsych

This presentation explores ComPsych's Employee Assistance Program (EAP), detailing its services—counseling, work-life resources, financial support, and more. Learn how EAP boosts employee well-being, productivity, and retention, while fostering a healthier, more engaged workplace.

LUNCH (11:20 am to 12:20 pm)

Walking tacos will be provided by Aladdin. Please enjoy Music Bingo or board games with your co-workers across campus.

Breakout Session Three (12:30 to 1:20 pm)

Burning Bright, Not Burning Out: Identifying How You Make a Difference on Campus *Sydney Anselmi, Program Coordinator – Campus Activities Center*

We all have an important role in shaping the experiences and well-being of our students, team members, and ourselves. Juggling organizational commitments, workload, and personal life can quickly lead to burnout if not effectively managed. This session aims to equip individuals with practical strategies to prevent, identify, and mitigate burnout in students, teammates, and themselves. Participants will leave this session equipped with actionable strategies and resources enabling them to thrive in their roles and create healthier campus environments.

Higher Ed on Broadway

Kati Karleskint, Director – Academic Advising & Ashley Wadell, Director – First Year Programs

There is no business like higher ed business! Join us for a fun and interactive roundtable session exploring the delights and challenges of working with college students. Cannot wait to voice concerns together. This will be a tough act to follow! *Attendees should bring warmed up voices and smiles!*

Introduction to AI Platforms

Jesse Briscoe, Assistant Director – First Year Programs
Additional presenters: Dr. Michelle Hudiburg & Jorge Leon

How often do you wonder if there are ways to make things more efficient in your day-to-day responsibilities? Join us in this interactive workshop as we introduce a variety of AI platforms while you feel empowered to practice and explore AI on your own. *Attendees should bring their own laptop to this session.*

Managing Departmental Finances with GUS Cloud

Rachel Johnson, Controller – Business Office & Barbara Winter, Director of Budget – Budget Office

This session will walk through the different process flows for GUS Cloud Finance Modules, discuss workflow approvals, look at GUS Cloud dashboard reports, and discuss managing your departmental budgets. We will cover general ledger segments and discuss which funds are appropriate for which types of revenues and expenses.

Mastering the Art of Difficult Conversations: Practical Skills for Success

Dr. Krissy Lewis, Assistant Instructional Professor – Workforce Development

Difficult conversations are unavoidable in the workplace, but they don't have to be uncomfortable or unproductive. In this session, attendees will learn how to approach tough talks with confidence, empathy, and clarity. You'll discover proven strategies to address performance issues, resolve conflicts, and handle sensitive topics while preserving trust and strengthening professional relationships.

Attendees will benefit from gaining practical tools to prepare for challenging discussions, maintain composure under pressure, and foster collaborative solutions. This session is designed to build your confidence in navigating tough conversations and empower you to create positive outcomes in the workplace.

You'll take home a ready-to-use toolkit of techniques, sample scripts, and actionable steps for engaging in difficult conversations effectively. Hands-on activities and real-world examples will ensure you leave equipped to transform workplace challenges into opportunities for growth and stronger connections.

PSU Payroll: Did You Know?

Jordan Harding, Assistant Director Payroll – Human Resource Services

Information provided for new employees on how to find your payslip and how to read it. Also, learn about timecard deadlines and line manager responsibilities for approving time worked.

Streamlining Student Employee Scheduling with Microsoft Shifts

Darrell Whitman, Campus Services Manager – ITS

Simplify and organize student employee work schedules using Microsoft Shifts, a powerful tool within Microsoft Teams. This workshop will guide you through creating, managing, and sharing schedules, tracking hours, and ensuring effective communication with your team. Learn how to customize schedules to meet your department's needs, handle shift swaps, and manage time-off requests effortlessly. Whether you are new to Shifts or looking to optimize your scheduling process, this session will provide practical tips and strategies to save time and keep your student workforce organized. *Attendees are encouraged to bring laptops to follow along, although not required.*

Title IX, Discrimination, and Employee Accommodations

Jamie Lynn Blum, Director of Institutional Equity & Title IX Coordinator – Presidents Office

This training session will cover key policies and federal regulations that protect individuals from discrimination and harassment in the workplace and educational settings. Specifically, we'll address PSU's policy on sexual harassment and Title IX, including definitions of sexual harassment, the reporting process, and available support for those affected. The session will also review federal discrimination laws, such as Title VI, Title VII, the ADA, and the ADEA, which prohibit discrimination based on race, sex, disability, age, and other protected characteristics. Additionally, we'll explore employee accommodations under the ADA, focusing on how PSU ensures reasonable accommodations for employees with disabilities through an interactive process. The training will provide practical insights into how to identify, report, and address issues related to harassment, discrimination, and accommodation, promoting an inclusive and supportive environment for all.

Breakout Session Four (1:30 to 2:20 pm)

Building Your Professional Path with LinkedIn Learning

Tarynn Brenner, Human Resource Specialist – Human Resource Services

This session will introduce you to LinkedIn Learning, a platform that offers a wide range of courses designed to help you develop new skills at your own pace. We'll explore the benefits of flexible, on-demand learning, and highlight the many free resources available to you. Whether you're looking to enhance your professional expertise or explore new interests, LinkedIn Learning provides a convenient way to learn at a comfortable pace, whenever it suits you best. Join us to learn how to make the most of this valuable tool for personal and career growth.

Attendees should bring a phone/camera for scanning QR code.

Empowering Remote Workers: Strategies for Success and Engagement

John Kuefler, Sr. Director of Digital Experience & Partner – LimeLight Marketing & Adjunct Instructor – PSU

In this session, attendees will explore actionable strategies to effectively support remote employees, focusing on productivity, collaboration, and team morale. Drawing on real-world examples from managing remote teams at an e-commerce marketing agency, this session will cover best practices for communication, tools, and culture-building in a remote work environment. Attendees will learn how to address challenges unique to remote work, such as isolation, miscommunication, and maintaining engagement.

By the end of the session, participants will have: A clear understanding of the tools and practices that enhance remote work efficiency. Insights into creating a supportive and inclusive remote work culture. Tips for overcoming common obstacles faced by remote teams. This session will provide attendees with practical, immediately applicable takeaways to improve the experience and performance of remote employees, benefiting organizations of all sizes.

From Conversations to Organization: Using Microsoft Teams Transcription and Copilot

Angela Neria, Associate VP of Technology – ITS & Luecrita Haraughty, Director, Project & Process Management – ITS

Take your meeting productivity to the next level by leveraging Microsoft Teams' transcription capabilities and Microsoft Copilot's AI-powered tools. In this workshop, you'll learn how to generate accurate meeting transcriptions in Teams, export them seamlessly, and use Copilot to format, summarize, and organize the information into actionable insights. Whether you need meeting notes, task lists, or summaries, this session will show you how to save time and stay organized with these integrated Microsoft tools. Perfect for anyone looking to turn meetings into meaningful outcomes with ease.

GUS Recruit is Changing!

Jamie Clayton, Assistant Director – Human Resources

Additional presenters: Debbie Amershek, Rachel Reardon, Aaron Shockley

This session will provide a brief overview of what Search/Appoint will look like in GUS Cloud once GUS Classic goes away as well as the purpose of Position Management in Teams, the differences from the typical search Teams, and how to utilize both throughout the search process.

Mastering Productivity: Goal Setting and Time Management

Dr. Christine Brodsky, Chair – Departments of Biology and Chemistry

In this hands-on session, we will review skills to identify when you are most productive, and practice effective goal setting and time management techniques.

Strengthening Interdepartmental Collaboration for Success

Heather Busch, Associate Director for Employer Relations – Career Development

Additional panelists: Jorge Leon, Eva Sager, Maria Thompson

Join this panel of individuals from campus who strive to foster strong, collaborative relationships across departments. Come prepared to ask questions and learn about any tips and tricks these individuals must create a camaraderie amongst us all. *Attendees should bring their questions!*

Students can text Gus the Gorilla?

Jesse Briscoe, Assistant Director – First Year Programs & Ashley Wadell, Director – First Year Programs

Did you know that Gus the Gorilla sends text messages to students weekly to check in on them, offer support, and provide resources to help them persist and succeed? Hear the First Year Programs share how impactful this effort has been to proactively connect students to a multitude of resources on campus.

Work and Personal Wellness: You matter!

Joanna Rhodes, Nursing Academic Advisor – Irene Ransom Bradley School of Nursing

When was the last time you took notice of how you felt? Do you make yourself a priority or do others come first? We will explore ways to make 2025 more about you and your mental and physical health, because you matter.

Snack & Chat (2:30 to 3 pm)

Grab some popcorn, make connections, and win prizes!

Searching for a community that shares your interests? Explore the Affinity Groups!

Basketball/Volleyball

Joslyn Olsson, Assistant Controller – Financial Reporting

Ideally this group could get together once or twice a week for an hour or two after work to play volleyball and basketball together at the Rec and when the weather warms up, we could play outdoors or at the sand pit. If enough people want to join, we could frequently have games and tournaments.

Book Club

Jamie Lynn Blum, Director of Institutional Equity & Title IX Coordinator – Presidents Office

Whether you're a lifelong bibliophile or just looking to rediscover the joy of reading, our club is a space for engaging discussions, new perspectives, and shared experiences through books. Each month, we select a title spanning genres, themes, and voices—from gripping novels and thought-provoking nonfiction to timeless classics and contemporary gems. Our meetings are casual and inclusive, offering a comfortable environment for everyone to share their thoughts, ask questions, and connect over a love of literature.

First Generation College Students

Jesse Briscoe, Assistant Director – First Year Programs

Were you a first-generation college student? If so, join us to connect with other first gens as we share stories of our experiences and how it helped us to get where we are today.

Gifts in a Jar

Lori Scott Dreiling, Director – Human Resource Services

FUN! Let's discover some gift ideas in jars/containers! Spice mixtures, cookie mixes, JIC (Just-in-case) containers, birthday, Christmas, Pitt State, Valentine's Day, happy hour, etc. You name it - it can be gifted in a jar or container! Class members have a chance to win the jar/container gifts Lori is bringing as examples!

Yarn and Needle Crafts

Libby Graham, Administrative Specialist – Biology & Chemistry

This affinity group is for anyone interested in yarn or needle crafts, such as crochet, knitting, quilting, needle felting, etc. Members of all skill levels, from curious newcomers to master craftspeople, are welcome.

Young Parents

Sydney Anselmi, Program Coordinator – Campus Activities Center

This affinity group is for new(er) parents of young children. All parents are welcome to share support and advice with those relatively new on their parenting journey!

Young Professionals

Maria Thompson, Director – Housing and Residence Life

Are you a professional at PSU that would like to network with others outside of work? Want to connect with other like-minded people in the area? If so, join us to connect with other PSU Professionals as we share experiences, interests, and gauge ideas for connection.