

**2005 Cooperative State Research, Education, and Extension Service  
Administrative Officers' Meeting  
April 24-28, 2005  
Greensboro, North Carolina**

**Breakout Topics**

<p><b>TOPIC:</b> CSREES Orientation Session I (Topic No. 1)</p> <p><b>TRACK:</b> New Attendee</p>	<p>give them an opportunity to ask general questions of the Agency's experts.</p> <p><b>FORMAT:</b> Presentations</p>	<p>CSREES-USDA</p> <p>Janet Downey Staff Accountant, Oversight Section CSREES-USDA</p>
<p><b>TIME:</b> 10:15 – 11:30 am, Monday, April 25, 2005</p> <p><b>SPEAKER(S):</b> George Cooper Deputy Administrator, Science and Education Resources Development CSREES-USDA</p> <p>Louise Ebaugh Deputy Administrator, Office of Extramural Programs CSREES-USDA</p> <p>Ralph Otto Deputy Administrator, Plant and Animal Systems CSREES-USDA</p> <p><b>DESCRIPTION:</b> New attendees will benefit from this introduction to the Agency. Deputy Administrators will describe CSREES' role within USDA and how the Agency's partnership with land-grant universities facilitates its work, the impacts of authorizing legislation and the budget process on CSREES' financial assistance programs, and the scope of funding opportunities available through CSREES, including both formula-funded and competitive programs.</p> <p><b>TARGET AUDIENCE:</b> All new attendees are encouraged to attend this session which will provide a context for further discussions about their interactions with CSREES and</p>	<p><b>TOPIC:</b> Recruitment/ Relocation/Retention Strategies (Topic No. 2)</p> <p><b>TRACK:</b> Human Resources</p> <p><b>TIME:</b> 10:15 – 11:30 am, Monday, April 25, 2005</p> <p><b>SPEAKER(S):</b> Judith A. Barth Human Resources Coordinator Colorado State University Extension</p> <p><b>DESCRIPTION:</b> This session will be a facilitated discussion on the use of recruitment, relocation and retention pay flexibilities and strategies to recruit and retain high quality employees.</p> <p><b>TARGET AUDIENCE:</b> This session is for HR personnel involved in employee pay setting and compensation decisions.</p> <p><b>FORMAT:</b> Interactive</p> <p><b>TOPIC:</b> Advanced Formula Funds (Topic No. 3)</p> <p><b>TRACK:</b> Financial</p> <p><b>TIME:</b> 10:15 – 11:30 am, Monday, April 25, 2005</p> <p><b>SPEAKER(S):</b> Ellen Danus Chief, Policy, Oversight and Funds Management Branch</p>	<p><b>DESCRIPTION:</b> This session will focus on topics of interest for staff administering formula funds (e.g., allowable costs, compliance and administrative requirements).</p> <p><b>TARGET AUDIENCE:</b> Financial and research directors, Extension administrators, institutional managers, and support staff with experience administering formula funds are encouraged to attend.</p> <p><b>FORMAT:</b> Interactive and presentation</p> <p><b>TOPIC:</b> One Solution (Topic No. 4)</p> <p><b>TRACK:</b> Grant</p> <p><b>TIME:</b> 10:15 – 11:30 am, Monday, April 25, 2005</p> <p><b>SPEAKER(S):</b> John Mingee Project Manager for One Solution, Information Systems and Technology Management CSREES-USDA</p> <p>Michel Desbois Director of Applications Information Systems and Technology Management CSREES-USDA</p> <p><b>DESCRIPTION:</b> This session will</p>

provide an overview of CSREES plans to introduce “One Solution” to the agency’s reporting requirements. The following questions will be addressed: what is “One Solution”, how will it benefit CSREES’ partners, how will it work; and what is the proposed schedule for implementing it. There will be a short presentation followed by a discussion and question and answer session.

**TARGET AUDIENCE:** This session is appropriate for anyone who prepares and submits reports to CSREES.

**FORMAT:** Presentation and discussion

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**TOPIC:** Cost Recovery (Topic No. 5)

**TRACK:** Administrators (Financial)

**TIME:** 10:15 – 11:30 am, Monday, April 25, 2005

**SPEAKER(S):**  
Catherine Curtin-Miler  
Director, Finance, Administration, and Information Services  
University of Rhode Island

Michael J. Milkman  
Business Manager  
University of Rhode Island

Meredith C. Silvia  
Finance Specialist, Outreach and Research  
University of Rhode Island

**DESCRIPTION:** This session will focus on cost-recovery strategies. It will provide a nuts and bolts approach to determining the appropriate accounting vehicle for alternative revenue generators and include a discussion of the approved accounting mechanisms/procedures for resource recovery (cost) center generation, fees for service, and

sales of goods and services.

**TARGET AUDIENCE:** This session is appropriate for all levels of financial and administrative officers.

**FORMAT:** Interactive and presentation

**TOPIC:** 1890 Legislative Advocacy (Topic No. 6)

**TRACK:** Special Interests

**TIME:** 10:15-11:30 am, Monday, April 25, 2005

**SPEAKER(S):**  
Samuel Donald  
Regional Research Director  
University of Maryland Eastern Shore

Carolyn Brooks  
Chair, Budget and Legislative Committee, 1890 Council of Presidents/Chancellors-Dean,  
School of Agriculture and Natural Sciences  
University of Maryland Eastern Shore

Lorenzo Lyons  
Executive Administrator  
Association of Extension Administrators

**DESCRIPTION:** This session will provide an understanding of the duties and responsibilities associated with the following positions: Regional Research Directors, Association of 1890 Research Directors, Chair of the Budget and Legislative Committee, and 1890 Council of Presidents/Chancellors.

**TARGET AUDIENCE:** This session is appropriate for participants from 1890 land-grant institutions.

**FORMAT:** Discussion and presentations

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**TOPIC:** CSREES Orientation Session II (Topic No. 7)

**TRACK:** New Attendee

**TIME:** 1:30 – 2:45 pm, Monday, April 25, 2005

**SPEAKER(S):**  
Ellen Danus  
Chief, Policy, Oversight and Funds Management Branch  
CSREES-USDA

Melanie Krizmanich  
Senior Financial Policy Specialist,  
Policy Section  
CSREES-USDA

Susan Bowman  
Team Leader, Awards Management Branch  
CSREES-USDA

Michael Fitzner  
National Program Leader, Plant and Animal Systems  
CSREES-USDA

Dennis Unglesbee  
CRIS Team Leader  
Information Systems and Technology Management  
CSREES-USDA

**DESCRIPTION:** Panelist will briefly outline how participants can access competitive and formula funds, as well as the administrative and programmatic reporting requirements grantees face. The majority of this session will be devoted to a question-and-answer session where participants can engage experts in pre- and post-award management to improve their interaction with the Agency.

**TARGET AUDIENCE:** All new attendees are encouraged to attend this session where panelists will address questions about basic pre- and post-award management issues.

**FORMAT:** Presentations and interactive

April 25, 2005

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**TOPIC:** Federal Benefits Update  
(Topic No. 8)

**TRACK:** Human Resources

**TIME:** 1:30 – 2:45 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

Josephine Harris  
Human Resources Specialist  
CSREES Human Resources  
MSB-ARS-USDA

Sonny Barber  
Personnel and Data Information  
Specialist  
CSREES Human Resources  
MSB-ARS-USDA

Bonnie Beavers  
Branch Chief  
CSREES Human Resources  
MSB-ARS-USDA

**DESCRIPTION:** This session will include information on Federal voluntary early-out authorization and discontinued service retirement provisions and procedures. Up-to-date information about Federal benefits changes and issues will be provided.

**TARGET AUDIENCE:** This session is appropriate for human resource, fiscal, and budget personnel involved with the Federal benefit programs.

**FORMAT:** Presentations and question- and-answer period

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**TOPIC:** Advanced Financial Reporting (Topic No. 9)

**TRACK:** Financial

**TIME:** 1:30 – 2:45 pm, Monday,

**SPEAKER(S):**

Philip Sue-Ling  
Team Leader, Recipient Reporting Team,  
Funds Management Section  
CSREES-USDA

Selene Gates  
Budget and Accounting Technician, Funds  
Management Section  
CSREES-USDA

**DESCRIPTION:** This session is for recipients who have questions pertaining to reconciling their awards/cash drawdowns with PMS-DHHS, reopening accounts at PMS-DHHS, completing the Electronic Quarterly PSC272, carryover and matching amounts for formula funds and other formula funds issues, “cancelled year” funds and PI transfers.

**TARGET AUDIENCE:** Recipients who need advanced information on the SF-269 and other financial reporting information are encouraged to attend.

**FORMAT:** Presentations

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**TOPIC:** Alternative Revenue Generation (Topic No. 10)

**TRACK:** Finance

**TIME:** 1:30 – 2:45 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

Tim Nesbitt  
Director, Business and Resource Planning  
New Mexico State University

Donna Jones  
Budget Director  
University of California

Cathy Curtin-Miller  
Director, Finance, Administration and  
Information Services  
University of Rhode Island

**DESCRIPTION:** This session will be a quazi-roundtable sharing of information focused on creating revenue within both AES and CES organizations. Please come prepared to discuss strategies you have developed or discussed for implementation at your institution. Many states have faced substantial budget reductions and must begin looking to alternative sources of revenue to enable program survival. Development of royalties from sales of protected plant materials, sales of byproducts from cattle and farming operations, short course fees, and leasing of owned land are a few examples that will be discussed. To address reporting requirements, definitions of program income and byproducts of research efforts will be discussed

**TARGET AUDIENCE:** Budget managers exploring enhancement of revenue opportunities in CES and AES operations are encouraged to attend.

**FORMAT:** Discussion, information sharing, interactive, presentations and roundtable

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**TOPIC:** Making Organizational Diversity a Reality: Lessons Learned Through the Change Agent States for Diversity (CASD) Project (Topic No. 11)

**TRACK:** Administrators

**TIME:** 1:30 – 2:45 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

Patreese Ingram  
Associate Professor, Diversity  
Education  
Pennsylvania State University

Julie Middleton  
AA/EEO Officer and Director of

Organizational Development  
University of Missouri

**DESCRIPTION:** Members of the CASD will present information about the evaluation process and outcomes to date of the ongoing effort of this national project involving land-grant universities and CSREES to create systemic organizational change around diversity.

**TARGET AUDIENCE:** Personnel, program, and/or budget administrators who are charged with determining and achieving institutional diversity goals are encouraged to attend.

**FORMAT:** Information sharing and presentations

**TOPIC:** 1890 Capacity Building Grants Program  
(Topic No. 12)

**TRACK:** Special Interests

**TIME:** 1:30 – 2:45 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

P.S. Benepal  
Director, Multicultural Alliances  
CSREES-USDA

Richard Hood  
National Program Leader-  
Multicultural Alliances  
CSREES-USDA

Carolyn Deckers  
Technical Information Specialist  
Information Systems and Technology  
Management  
CSREES-USDA

**DESCRIPTION:** This session is designed for 1890 faculty/scientists and administrators to discuss the 2005 Capacity Building Grants Program Request for Applications (RFA). The discussion will be helpful in clarifying RFA language and guiding the

submission of proposals in the near term.

**TARGET AUDIENCE:** This session is appropriate for anyone involved in submitting the RFA.

**FORMAT:** Discussion and information sharing

**TOPIC:** Formula Funding 101  
(Topic No. 13)

**TRACK:** Financial

**TIME:** 3:15 – 4:30 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

Janet Downey  
Staff Accountant, Oversight Section  
CSREES-USDA

Arnita Cross  
Staff Accountant, Funds Management  
Section  
CSREES-USDA

**DESCRIPTION:** This session will highlight the purpose of formula funds, the basics of their allocation calculations, reporting requirements and due dates, and provide information regarding contact personnel.

**TARGET AUDIENCE:** Financial and administrative support personnel who work with formula funds.

**FORMAT:** Interactive and presentations

**TOPIC:** Mobilizing Individuals and Teams to Change Programs and Practice: A Change Agent States for Diversity/Change Agent States for Engagement (CASD/CASE) Project Update

(Topic No. 14)

**TRACK:** Human Resources

**TIME:** 3:15 – 4:30 pm, Monday,  
April 25, 2005

**SPEAKER(S):**

Judy Barth  
Interim Associate Director for  
Programs  
Colorado State University

Chiquita McAllister  
Fiscal Officer  
North Carolina A&T State University

**DESCRIPTION:** The Change Agent States for Diversity (CASD) national project involved land-grant institutions from 14 states. Participants in CASD were required to develop individual ‘change agents’ (leadership roles) and use catalyst teams to build the internal infra-structure required for organizational change. As part of this session, presenters will give updates on the project.

**TARGET AUDIENCE:** This session is appropriate for personnel and budget administrators and system leaders charged with supporting results in meeting institutional diversity goals.

**FORMAT:** Information sharing and presentations

**TOPIC:** Fraud Awareness  
(Topic No. 15)

**TRACK:** Finance

**TIME:** 3:15 – 4:30 pm., Monday,  
April 25, 2005

**SPEAKER(S):**

Brenda Shannon  
Director of Internal and Audit Services  
New Mexico State University

**DESCRIPTION:** CES and AES

operations are normally geographically spread all over every state in the US. Routine business functions in this environment become challenges. Internal Audit Services have been utilized in some states to exercise diligent efforts to raise the level of awareness regarding potential audit risks. This presentation will focus on a “Fraud Awareness” training program targeted at multiple levels of management.

**TARGET AUDIENCE:**

Budget/business managers responsible for routine fiscal operations.

**FORMAT:** Presentation and question and answer session

**TOPIC:** Cost Principles for Educational Institutions (OMB Circular A-21 and Cost Accounting Standards) (Topic No. 16)

**TRACK:** Grant

**TIME:** 3:15 – 4:30 pm, Monday, April 25, 2005

**SPEAKER(S):**  
National Accounting Firm Representative

**DESCRIPTION:** This session will provide an overview of OMB Circular A-21, Cost Principles for Educational Institutions with some emphasis on the cost accounting standards applicable to educational institutions.

**TARGET AUDIENCE:** Grant and contract administrators, sponsored program staff, and accounting staff are encouraged to attend.

**FORMAT:** Discussion and presentation

**TOPIC:** 2007-2011 Plan of Work and

Its Role in Accountability (Topic No. 17)

**TRACK:** Administrators

**TIME:** 3:15 – 4:30 pm, Monday, April 25, 2005

**SPEAKER(S):**  
Bart Hewitt  
National Planning and Accountability Leader, Planning and Accountability Staff  
CSREES-USDA

**DESCRIPTION:** A presentation on the 2007 – 2011 State Plans of Work will demonstrate how they relate to the total accountability framework of CSREES, including the Portfolio Review process, and the Program Assessment Rating Tool (PART).

**TARGET AUDIENCE:** Anyone in the State partnership who deals with State Plans of Work or has an interest in accountability at CSREES.

**FORMAT:** Presentation

**TOPIC:** 1994 Award Process and Post-Award Administration (Topic No. 18)

**TRACK:** Special Interest

**TIME:** 3:15 – 4:30 pm, Monday, April 25, 2005

**SPEAKER(S):**  
Vera Smith  
Section Leader, Awards Management Branch  
CSREES-USDA

Janet Schmidt  
Grants & Agreements Specialist, Awards Management Branch  
CSREES-USDA

Viveca Watkins-Yancey  
Grants & Agreement Specialist, Awards Management Branch

CSREES-USDA

**DESCRIPTION:** This session is designed to give the 1994 land-grant community an update on administrative and post-award processes at CSREES.

**TARGET AUDIENCE:**  
Administrators and financial personnel at the 1994 land-grant institutions and other interested parties are encouraged to attend.

**FORMAT:** Presentations

**TOPIC:** CSREES Awards Management (Topic No. 19)

**TRACK:** New Attendee

**TIME:** 8:30 – 9:45 am, Tuesday, April 26, 2005

**SPEAKER(S):**  
Carol A. Langguth  
Branch Chief, Awards Management Branch  
CSREES-USDA

R. Shawn Bennett  
Team Leader, Awards Management Branch  
CSREES-USDA

Sondra Watkins  
Team Leader, Awards Management Branch  
CSREES-USDA

Rochelle McCrea  
Team Leader, Awards Management Branch  
CSREES-USDA

**DESCRIPTION:** Staff members from the Awards Management Branch (AMB) will give a detailed presentation on awards processing and management. A discussion will be held regarding budget details, terms and conditions,

and program requirements. AMB will give an overview of what is required in the proposal in order to complete an award.

**TOPIC:** Multistate Research Fund Basics (Topic No. 21)

**TRACK:** Financial

**TARGET AUDIENCE:** This session is intended for grants administrators at all levels. This session will be helpful to anyone who is new to grants or just needs a refresher on awards management.

**TIME:** 8:30 – 9:45 am, Tuesday, April 26, 2005

**SPEAKER(S):**  
Bart Hewitt  
National Planning and Accountability Leader, Planning and Accountability Staff  
CSREES-USDA

**FORMAT:** Interactive discussion and presentation

Janet Downey  
Staff Accountant, Oversight Section  
CSREES-USDA

**TOPIC:** Orientation, Training and Support of New Extension Employees (Topic No. 20)

**TRACK:** Human Resources

**TIME:** 8:30 – 9:45 am, Tuesday, April 26, 2005

**SPEAKER(S):**  
Roger Rennekamp  
Extension Specialist for Program and Staff Development  
University of Kentucky Cooperative Extension Service

**DESCRIPTION:** Both the programmatic and financial aspects of the Multistate Research Fund in CSREES will be discussed. Presenters will describe how CSREES processes Multistate Research proposals and how funds are distributed to the States.

**TARGET AUDIENCE:** This session will interest State recipients of Multistate Research Funds.

**FORMAT:** Information sharing and presentations

**DESCRIPTION:** This session will look at various states' competency models as they relate to the staff development of Extension Agents. Participants will learn how one state has implemented a plan for staff to gain new competencies, how the characteristics of new employees have implications for future staff development, and how a system for tracking ongoing in-service training provides employees with a "transcript".

**TOPIC:** Mandatory Training for Principal Investigators (Topic No. 22)

**TRACK:** Grants

**TIME:** 8:30 – 9:45 am, Tuesday, April 26, 2005

**SPEAKER(S):**  
Neta Fernandez  
Director, Office of Grants and Contracts  
New Mexico State University

**TARGET AUDIENCE:** Those responsible for orientation and training new employees are encouraged to attend.

**FORMAT:** Presentation

**DESCRIPTION:** Some institutions that receive funding from sponsored agencies have developed "mandatory" training programs to ensure that faculty is aware of

rules and regulations that pertain to the expenditure of funds from these agencies. This session will focus on the "politics" of developing a training program and getting the institution to endorse it as necessary and mandatory. Some time will be spent reviewing one institution's actual training program.

**TARGET AUDIENCE:** Pre- and post-award grant and contract fiscal managers are encouraged to apply.

**FORMAT:** Information sharing, presentation and a question and answer session

**TOPIC:** Communicating the Land-Grant Mission: It's about Understanding, Education, Integration and Impact (Topic No. 23)

**TRACK:** Administrators

**TIME:** 8:30 – 9:45 am, Tuesday, April 26, 2005

**SPEAKER(S):**  
Mike Green  
Resource Center Director  
Rutgers-Cook College

**DESCRIPTION:** This session will highlight the uniqueness of the land-grant institution and the issues and barriers that are faced when communicating this mission to stakeholders. The session will demonstrate that users must employ a holistic approach to communicating the land-grant mission. The approach involves changes in organizational structures, organizational culture, and the ways in which we communicate and market our programs and institutions. This session will highlight the need for better organizational understanding, education, and integration in order to successfully communicate the land-grant mission.

**TARGET AUDIENCE:** Directors, Administrators, Communication Specialists, Marketing Personnel

**FORMAT:** Discussion and presentation

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**TOPIC:** 1890 Matching (Topic No. 24 )

**TRACK:** Special Interests

**TIME:** 8:30 – 9:45 a.m., Tuesday, April 26, 2005

**SPEAKER(S):**

Ellen Danus  
Chief, Policy, Oversight and Funds Management Branch  
CSREES-USDA

George Cooper  
Deputy Administrator, Science and Education Resources Development  
CSREES-USDA

**DESCRIPTION:** This session will provide a thorough understanding of the state matching obligation for the 1890 Institutions. Also, various states will discuss how they have successfully met their matching requirements.

**TARGET AUDIENCE:** This session is appropriate for meeting participants from the 1890 land-grant institutions

**FORMAT:** Information sharing and presentations

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**TOPIC:** All You Ever Wanted to Know about Grant Post-Award Administration 101 (Linked Seminar) (Topic No. 25)

**TRACK:** New Attendee

**TIME:** 10:15 – 11:30 am, Tuesday, April 26, 2005

**SPEAKER(S):**

Jan Madole  
Manager, Agriculture Sponsored Programs  
Oklahoma State University

Elizabeth Sims  
Contracts and Grants Administrator  
Auburn University

**DESCRIPTION:** In this half-day session, presenters will review the post-award financial and administrative topics that are covered in OMB Circulars A-21, A-110, and A-133. This will be an introduction to the regulations that apply to grants, contracts, and cooperative agreements (FAR clauses applicable to contracts will not be included). Circular topics will include: allowable/unallowable costs, F&A costs, cost accounting standards, time & effort reporting, cost sharing, program income, property management, financial management systems, close-out procedures, audit guidelines, and subrecipient monitoring. This will be an introduction only, intended to present only the basics of the circulars so that participants will be better able to use them as a resource in day-to-day operations. This seminar is part one of a two-part linked seminar.

**TARGET AUDIENCE:** This session is appropriate for those new to grant administration. It will be an overview intended for administrators with less than five years of experience in post-award and financial administration of sponsored programs.

**FORMAT:** Seminar presentation

**TOPIC:** Current Research Information System (CRIS) Roundtable Discussion (Topic No. 26)

**TRACK:** Grant

**TIME:** 10:15 – 11:30 am, Tuesday  
April 26, 2005

**SPEAKER(S):**

Dennis Unglesbee  
CRIS Team Leader  
Information Systems and Technology Management  
CSREES-USDA

Carolyn Deckers  
Technical Information Specialist  
Information Systems and Technology Management  
CSREES-USDA

Pat Downer  
Senior Information Technology Professional  
University of Vermont

Charisse Powell  
Grant Specialist  
Kansas State University

Elaine Depew  
Electronic Initiatives Specialist  
Cornell University

**DESCRIPTION:** CRIS is USDA's documentation and reporting system for ongoing and recently completed research projects in agriculture, food and nutrition, and forestry. Speakers will provide an overview of the web-based input process and address user concerns by presenting responses to frequently asked questions and demonstrating solutions for common problems.

**TARGET AUDIENCE:** This session is appropriate for CRIS site administrators, those who submit project documentation via CRIS, and anyone who would like to learn more about entering information into CRIS.

**FORMAT:** Roundtable discussion

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**TOPIC:** State Research/Extension Formula Fund Allocation Process (Topic No. 27)

**TRACK:** Financial

**TIME:** 10:15 – 11:30 am, Tuesday  
April 26, 2005

**SPEAKER(S):**

Margaret Dentine  
Associate Dean and Executive Director  
University of Wisconsin Agricultural  
Research Station

Sue Diericks  
Accountant, University of Wisconsin  
Agricultural Research Station

Donna Jones  
Budget Director, University of  
California

Jeff Bassford  
Manager, Finance and Personnel  
University of Nebraska

**DESCRIPTION:** In this session, presenters will share a variety of methods currently utilized to allocate Federal formula funds. Speakers will address the process of allocating funds competitively or historically by formula, variables considered in the allocation calculations, the designation of funds for specific purposes and methods of tracking fund expenditures.

**TARGET AUDIENCE:** This session is appropriate for fiscal officers and accounting staff involved with the allocation, distribution and tracking of research and extension formula funds.

**FORMAT:** Presentations

**TOPIC:** CSREES Update on Grant Policies  
(Topic No. 28)

**TRACK:** Grant

**TIME:** 10:15 – 11:30 am, Tuesday,  
April 26, 2005

**SPEAKER(S):**

Ellen Danus  
Chief, Policy, Oversight and Funds  
Management Branch  
CSREES-USDA

Melanie Krizmanich  
Senior Financial Policy Specialist, Policy  
Section  
CSREES-USDA

Robert MacDonald  
Information Technology Policy Leader,  
Information Systems and Technology  
Management  
CSREES-USDA

**DESCRIPTION:** This session will provide updates regarding government-wide Federal financial assistance initiatives, policies and regulations, as well as updates regarding CSREES grant policies and procedures.

**TARGET AUDIENCE:** This session is appropriate for all meeting attendees.

**FORMAT:** Presentations

**TOPIC:** Generations at Work  
(Topic No. 29)

**TRACK:** Administrators

**TIME:** 10:15 – 11:30 am, Tuesday, April  
26, 2005

**SPEAKER(S):**

Richard W. Clark  
Assistant Dean, Professional  
Development  
College of Agricultural, Environmental  
and Consumer Sciences, Univ. of Illinois

**DESCRIPTION:** Does your age influence the way you think, what you think, or your attitude toward work? Does the time in history in which we were born really influence our thoughts and actions? This workshop is designed to help you understand the differences that employees from different age cohorts bring to the

workplace. We will discuss the impact this has on work relationships, communication, methods of accomplishing work, and supervision.

**TARGET AUDIENCE:**

Administrators who work in offices where employees span a wide age range are encouraged to attend.

**FORMAT:** Presentation, group discussions, and small group interaction

**TOPIC:** Leadership, Programs and Curricula - Opportunities for Collaborations between 1890, 1994 and 1862 Extension Programs  
(Topic No. 30)

**TRACK:** Special Interest

**TIME:** 10:15 – 11:30 am, Tuesday,  
April 26, 2005

**SPEAKER(S):**

Clyde E. Chesney  
Administrator, Cooperative Extension  
Program  
Tennessee State University

Latif Lighari  
Associate Administrator, Cooperative  
Extension Program

Wabanung (Star) Boss  
LCOOCC Extension Youth  
Development Educator  
Lac Courte Oreilles Ojibwa  
Community College Extension

**DESCRIPTION:** According to some scholars, the American land-grant model of teaching, research, and extension is the best in the world. It combines these components under one umbrella to provide effective research-based, unbiased, useful and practical information to the citizens of this country to improve their standards of living. To make them more effective,

they need to work together and learn from each other. Collaboration and cooperation are the keys to their success. This session will share success stories, and explore opportunities for the leaders, administrators, faculty and staff of the Cooperative Extension Service to accomplish this goal.

**TARGET AUDIENCE:** 1890, 1994 and 1862 Extension Administrators, supervisors and staff are encouraged to attend.

**FORMAT:** Seminar and panel discussion

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**TOPIC:** All You Ever Wanted to Know about Grant Post-Award Administration 202 (Linked Seminar) (Topic No. 31)

**TRACK:** New Attendee

**TIME:** 1:30 – 2:45 pm, Tuesday, April 26, 2005

**SPEAKER(S):**

Jan Madole  
Manager, Agriculture Sponsored Programs  
Oklahoma State University

Elizabeth Sims  
Contracts and Grants Administrator  
Auburn University

**DESCRIPTION:** In this half-day session, presenters will review the post-award financial and administrative topics that are covered in the OMB Circulars A-21, A-110, and A-133. This will be an introduction to the regulations that apply to grants, contracts, and cooperative agreements (FAR clauses applicable to contracts will not be included). Circular topics will include: allowable/unallowable costs, F&A costs, cost accounting standards, time & effort reporting, cost sharing, program income, property

management, financial management systems, close-out procedures, audit guidelines, and subrecipient monitoring. This will be an introduction only, intended to present only the basics of the circulars so that participants will be better able to use them as a resource in day-to-day operations. This seminar is part two of a two-part linked seminar.

**TARGET AUDIENCE:** This session is appropriate for those new to grant administration. It will be an overview intended for administrators with less than five years of experience in post-award and financial administration of sponsored programs.

**FORMAT:** Seminar presentation

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**TOPIC:** Utilizing On-Line Applications (Topic No. 32)

**TRACK:** Human Resources

**TIME:** 1:30 – 2:45 pm, Tuesday, April 26, 2005

**SPEAKER(S):**

Bruce Stoll  
Personnel Officer  
Iowa State University, Extension Human Resources

Carolyn Sowers  
Personnel Manager  
Virginia Polytechnic Institute & State University, CALS Extension

**DESCRIPTION:** Two states will describe/demonstrate their on-line application system utilized to manage their hiring processes.

**TARGET AUDIENCE:** Human Resources personnel involved in conducting recruitment efforts and receiving, rating and ranking applications are encouraged to attend.

**FORMAT:** Presentations/ demonstrations

and interactive discussion

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**TOPIC:** AREERA Section 105 and 204 Compliance (Topic No. 33)

**TRACK:** Financial

**TIME:** 1:30 – 2:45 pm, Tuesday, April 26, 2005

**SPEAKER(S):**

Ellen Danus  
Chief, Policy, Oversight and Funds Management Branch  
CSREES-USDA

Brenda Barnett  
Budget and Fiscal Specialist, Funds Management Section  
CSREES-USDA

**DESCRIPTION:** This session will focus on the resolution of the AREERA audit for the multistate extension and integrated activities. New policies and procedures also will be discussed.

**TARGET AUDIENCE:** Administrators of multistate extension and/or integrated projects are encouraged to attend.

**FORMAT:** Presentation and discussion

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**TOPIC:** CSREES Awards Management (Topic No. 34) Repeat of Session #19

**TRACK:** Grant

**TIME:** 1:30 – 2:45 pm, Tuesday, April 26, 2005

**SPEAKER(S):**

Carol A. Langguth  
Branch Chief, Awards Management Branch

<p>CSREES-USDA</p> <p>R. Shawn Bennett Team Leader, Awards Management Branch CSREES-USDA</p>	<p>Richard C. Rhodes III Associate Dean, Research and Outreach University of Rhode Island</p>	<p>Darlene Brown Grants and Agreements Specialist, Awards Management Branch CSREES-USDA</p>
<p>Sondra Watkins Team Leader, Awards Management Branch CSREES-USDA</p>	<p>Alton Thompson Dean, School of Agriculture &amp; Environment Sciences North Carolina A&amp;T University</p>	<p>Adriene Woodin Section Leader Awards Management Branch CSREES-USDA</p>
<p>Rochelle McCrea Team Leader, Awards Management Branch CSREES-USDA</p>	<p><b>DESCRIPTION:</b> Effective and meaningful partnerships begin with common understanding, values and expectations. This discussion will cover the elements of laying the ground work for successful integrated activities using examples drawn from the on-going efforts in the Western Region where the Experiment Station and Extension Directors have agreed to partner on specific initiatives. Examples of successfully integrated AES/CES programs will be presented and discussion will include suggestions on best management practices for integrated endeavors from the Northeast and 1890s perspectives.</p>	<p><b>DESCRIPTION:</b> This session will focus on the preparation of annual proposals, pre- and post-award actions regarding the allocation of fiscal year funding and activities (i.e., extension, research, and teaching), and the administration of these grants. Time will be available for a question-and-answer session and for a discussion of issues pertaining to the 1890 Facilities Grants Program.</p>
<p><b>DESCRIPTION:</b> Staff members from the Awards Management Branch (AMB) will give a detailed presentation on awards processing and management. A discussion will be held regarding budget details, terms and conditions, and program requirements. AMB will give an overview of what is required in the proposal in order to complete an award.</p>	<p><b>TARGET AUDIENCE:</b> The discussion is intended for administrators of Research, Extension and Education programs.</p>	<p><b>TARGET AUDIENCE:</b> This session is appropriate for administrative, fiscal, and accounting staff at 1890 land-grant institutions.</p>
<p><b>TARGET AUDIENCE:</b> This session is intended for grants administrators at all levels. This session will be helpful to anyone who is new to grants or just needs a refresher on awards management.</p>	<p><b>FORMAT:</b> Discussion</p>	<p><b>FORMAT:</b> Presentation with discussion</p>
<p><b>FORMAT:</b> Interactive discussion and presentation</p>	<p><b>TOPIC:</b> 1890 Facilities (Topic No. 36)</p>	<p><b>TOPIC:</b> Effective Public Speaking – Making an A+ Presentation (Topic No. 37)</p>
<hr/>	<p><b>TRACK:</b> Special Interest</p>	<p><b>TRACK:</b> None</p>
<p><b>TOPIC:</b> AES/CES Integration Success Stories (Topic No. 35)</p>	<p><b>TIME:</b> 1:30 – 2:45 pm, Tuesday, April 26, 2005</p>	<p><b>TIME:</b> 3:15 – 4:30 pm, Tuesday, April 26, 2005</p>
<p><b>TRACK:</b> Administrators</p>	<p><b>SPEAKER(S):</b> McKinley Mayes National Program Leader, Multicultural Alliances CSREES-USDA</p>	<p><b>SPEAKER(S):</b> Robert P. Lowman Associate Vice Chancellor for Research University of North Carolina at Chapel Hill</p>
<p><b>TIME:</b> 1:30 – 2:45 pm, Tuesday, April 26, 2005</p>	<p>Allison Owens Grants and Agreements Specialist, Awards Management Branch CSREES-USDA</p>	<p><b>DESCRIPTION:</b> According to a recent Gallup poll, the only thing American adults fear more than public speaking is snakes. CSREES Administrative Officers, while seldom asked to handle snakes, are called upon</p>
<p><b>SPEAKER(S):</b> H. Michael Harrington Executive Director WAAESD Colorado State University</p>		

frequently to speak in public. This session is based on the premise that speaking in public does not have to be a frightening experience, and that almost anyone can learn to communicate effectively in public settings. The session will deal both with content and delivery, with a special emphasis on audio-visual tools that can add value to your presentations.

**TARGET AUDIENCE:** This session is appropriate for anyone who wants to do a better job of speaking in public, whether in formal presentations, panel discussions, staff meetings, or simply by asking questions from the audience.

**FORMAT:** Small group interactive breakouts and formal presentation  
**TOPIC:** Basic Federal Benefits and Retirement  
(Topic No. 38)

**TRACK:** Human Resources

**TIME:** 3:15 – 4:30 pm, Tuesday, April 26, 2005

**SPEAKER(S):**  
Josephine Harris  
Human Resources Specialist  
CSREES Human Resources  
MSB-ARS-USDA

Sonny Barber  
Personnel & Data Information Specialist  
CSREES Human Resources  
MSB-ARS-USDA

Bonnie Beavers  
Branch Chief  
CSREES Human Resources  
MSB-ARS-USDA

**DESCRIPTION:** A brief overview of the basic responsibilities associated with administering the Federal health, life, retirement, Thrift Savings Plan, and Long Term Care programs.

**TARGET AUDIENCE:** This session

is appropriate for human resources personnel who service former Schedule A Federal appointees and need to know very basic information on Federal benefit programs. \_\_\_\_\_

**FORMAT:** Presentation

**TOPIC:** Building Effective Office Teams  
(Topic No. 39)

**TRACK:** Administrators

**TIME:** 3:15 – 4:30 pm, Tuesday, April 26, 2005

**SPEAKER(S):**  
Richard W. Clark  
Assistant Dean, Professional Development  
College of Agricultural, Environmental and Consumer Sciences, University of Illinois

**DESCRIPTION:** We have all worked on “great” and “not-so-great” teams. How do you take a group of individuals and form them into an effective office team? This workshop will provide strategies to identify and capitalize on individual and group strengths. Ideas for creating team synergy will be explored. Lastly, ideas on building an office environment that is both fun and productive will be shared.

**TARGET AUDIENCE:** Supervisors and members of any office team are encouraged to attend

**FORMAT:** Combination of lecture, group discussions, hands-on activities and participant interaction

**TOPIC:** Department of Health and Human Services’ Payment Management System

(Topic No. 40)

**TRACK:** New Attendee

**TIME:** 8:30 – 9:45 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
Philip Giza  
Director  
Division of Payment Management,  
PSC-OS-DHHS

Vivian Hughes  
Accountant  
Division of Payment Management,  
PSC-OS-DHHS

**DESCRIPTION:** : This session will provide a brief overview of the Payment Management System (PMS) and focus on the following topics: the Division of Payment Management’s web site; new enhancements to PMS, including E-DPM; and PSC 272 Federal Cash Transaction Reports.

**TARGET AUDIENCE:** Individuals who use the Payment Management System to process payments for CSREES awards or submit the PSC 272 Reports are encouraged to attend.

**FORMAT:** Presentation and question and answer session

**TOPIC:** “Coaching” the Human Resource  
(Topic No. 41)

**TRACK:** Human Resources

**TIME:** 8:30 – 9:45 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
Alan Baquet  
Associate Vice Chancellor  
University of Nebraska Institute of Agriculture and Natural Resources

Keith Niemann  
Director of Extension Human  
Resources  
University of Nebraska Cooperative  
Extension Division

**DESCRIPTION:** Coaching is a powerful alliance designed to forward and enhance the lifelong process of human learning, effectiveness and fulfillment. It actively involves both the coach and 'client' in helping the 'client' find what they want in life, and then identifying how to get there. In this session, you will learn how coaching differs from mentoring, counseling, therapy and consulting. The presenters will give you two 'coaching skills' you can use in your interaction with others in your life.

**TARGET AUDIENCE:** This session is appropriate for all meeting attendees.

**FORMAT:** Interactive presentation with skill practice

**TOPIC:** Managing A Changing Funding Portfolio  
(Topic No. 42)

**TRACK:** Financial

**TIME:** 8:30 – 9:45 am, Wednesday,  
April 27, 2005

**SPEAKER(S):**  
Michael J. Tate  
Vice President, Office of Equity and  
Diversity, Chief Education Advisor,  
USDA-CSREES  
Washington State University

**DESCRIPTION:** This session will address the Extension Committee on Policy (ECOP) task force's review of changes affecting funding for cooperative extension nationwide. The speaker will address the task force's recommended actions and best practices institutions might consider to maintain and improve the quality and

impact of extension programming in the face of constantly changing financial situations. Topics will include: user fee policies, privatization, growth of competitive programs, and relationships with other public agencies and organizations.

**TARGET AUDIENCE:** Financial and administrative officers are encouraged to attend.

**FORMAT:** Presentation and question and answer session

**TOPIC:** How to Receive Yet Protect Your Organization with the Food Stamp Nutrition Education Program  
(Topic No. 43)

**TRACK:** Grant

**TIME:** 8:30 – 9:45 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
Robin A. Orr  
Extension Specialist –EFNEP-FNP  
University of Illinois

Nancy Fey-Yensan  
Associate Professor  
University of Rhode Island

Sandy Rahn-Gibson  
Budget and Fiscal Director  
Montana State University Extension  
Service

Judy A. Robison  
Grants Officer  
University of Arkansas, Division of  
Agriculture, Cooperative Extension  
Service

**DESCRIPTION:** As children we were taught that it is better to give than receive, but is that always the case? It is common to use salary and fringe benefits of faculty and staff to fulfill the matching requirements on grants and contracts, but is that the only

way? The Food Stamp Nutrition Education Program (FSNEP) is currently being administered by many state cooperative extension services. The FSNEP program reimburses states for 50% of the allowable and necessary costs of operating this program. The number of state agencies with approved Nutrition Education Plans increased from 7 in 1992 to 50 in 2003. The Federal funds supporting this program grew from \$661,000 in 1992 to over \$192 million in 2003 (half of the approved plan total). This session will explore creative, yet legal, ways of securing and documenting third-party matching from other sources. A panel of state representatives will explain the procedures for securing matching from sources other than the organization, their procedure for establishing the value of this third-party matching, where it fits in FNS guidelines for FSNEP, and how they document the costs after-the-fact.

**TARGET AUDIENCE:** This session is appropriate for pre-and post-award grant administrators involved with the Food Stamp Nutrition Program or those interested in becoming involved with the program.

**FORMAT:** Panel discussion with question and answer session

**TOPIC:** Work With Deans, Financial Communications  
(Topic No. 44)

**TRACK:** Administrators

**TIME:** 8:30 – 9:45 am, Wednesday,  
April 27, 2005

**SPEAKER(S):**  
Donna Jones  
Budget Director  
University of California  
Chiquita McAllister  
Fiscal Officer

North Carolina A&T State University will be explored, as well as how impacts are communicated and marketed both locally and to external resources and agencies. **TIME:** 10:15 - 11:30 am, Wednesday, April 27, 2005

Tim Nesbitt  
 Director, Business & Resource Planning  
 New Mexico State University

**DESCRIPTION:** Providing executive summaries of complicated fiscal reports has become an important function for business managers of CES and AES units. Upper level college administrators rely heavily on the business manager's ability to summarize volumes of fiscal data into easy to read and understand formats. This session will focus on sharing some examples of executive summary fiscal reviews.

**TARGET AUDIENCE:** Business managers are encouraged to attend.

**FORMAT:** Interactive discussion

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**TOPIC:** Marketing the 1994s (Topic No. 45)

**TRACK:** Special Interests

**TIME:** 8:30 – 9:45 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
 Chad Waukechon  
 Director,  
 Education/Outreach/Extension  
 College of Menominee Nation

Wanda Agnew  
 Land Grant Technical Director  
 United Tribes Technical College

**DESCRIPTION:** Panelists will provide an overview of extension programs at two 1994 tribal college locations. The connection of these programs to the local communities in academic, social and cultural contexts

**TARGET AUDIENCE:** This session is appropriate for 1862, 1890, and 1994 land-grant representatives, new attendees, human resources, grants, and extension personnel, administrators, and those involved with youth/family/community development programs.

**FORMAT:** Discussion and presentation

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**TOPIC:** History of Cooperating Institutions, Including Land-Grant (Topic No. 46)

**TRACK:** New Attendee

**TIME:** 10:15 – 11:30 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
 George Cooper  
 Deputy Administrator, Science and Education Resources Development  
 CSREES-USDA

**DESCRIPTION:** This session will provide an overview of the history of cooperating institutions, including their authorizing legislation. Participants will appreciate the land-grant history and understand why institutional programs benefit from Federal funding administered by CSREES.

**TARGET AUDIENCE:** This session is appropriate for all administrative, fiscal, and accounting staff at cooperating institutions.

**FORMAT:** Presentation

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**TOPIC:** Investigating Complaints and Grievances (Topic No. 47)

**TRACK:** Human Resources

**SPEAKER(S):**  
 Sarah Lannom  
 Associate General Counsel  
 North Carolina State University

**DESCRIPTION:** Are you the person called upon to respond to employee complaints or grievances? Do you find yourself needing a good resource on how to effectively and consistently respond to those issues? This presentation will give you advice from an experienced in-house University Attorney on how best to proceed through the maze of responding to and effectively investigating such matters.

**TARGET AUDIENCE:** This workshop is intended to assist Personnel Directors, Grievance Coordinators, Administrators, and anyone responsible for responding to grievances or complaints within an organization.

**FORMAT:** Presentation

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**TOPIC:** Conducting Successful County Financial Reviews (Topic No. 48)

**TRACK:** Financial

**TIME:** 10:15 – 11:30 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
 Jessie L. Momen  
 Director, Finance and Business  
 West Virginia University Extension Service

Robert Nickelson  
 Assistant Director  
 West Virginia University Extension Service

**DESCRIPTION:** Extension programs are sustained and maintained by our volunteers in the state with backgrounds as diverse as our population. Many volunteers, albeit treasurers, leaders, etc., benefit from a local review of the policies behind the 4-H name and emblem to supplement their understanding of the importance of handling funds. West Virginia University Extension staff will discuss the proactive approach they implemented to address this important educational need, ensure that the 4-H name and emblem and 4-H fund handling by volunteers and staff follow best practices, which include checking accounts, reconciliation with bank statements, invoice paying, deposits, annual organizational budgets, event budgets, etc.

**TARGET AUDIENCE:** Extension employees who oversee 4-H name and emblem policies, cash/budgets of 4-H Clubs, Leaders' Associations, or entities that are authorized to use the 4-H name and emblem and handle funds.

**FORMAT:** Discussion and presentation

**TOPIC:** The Art of Negotiation – How to Make It Work  
(Topic No. 49)

**TRACK:** Grants

**TIME:** 10:15 – 11:30 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
Matt Ronning  
Associate Vice Chancellor and Director, Research Administration/SPARCS

North Carolina State University

**DESCRIPTION:** Successfully negotiating grants and agreements is an art that can be mastered only by those interested in the advancement of science, promotion of public service and the drive to facilitate all administrative processes of an institution. Careful attention to the impact all of the words have on the principals charged with executing the terms and conditions of the agreement are critical. Weighing how those words interact together to form covenants and how the covenants interrelate to make an agreement requires sensitivity to established institutional processes, the needs of a sponsor, the objectives of the program, and the opportunity to push the boundaries of knowledge, not only through the science and public services contemplated, but also in the solutions created as necessary to accept those challenges put forth by our scholars. In this session, the speaker will discuss how the agreement negotiator has a fundamental role to bring together the, sometimes fractured, components of an institution and mold them into a working relationship with our sponsors. It's more than the words; the relationship is what must work.

**TARGET AUDIENCE:** Pre- and post-award grant administrators, and other administrators are encouraged to attend.

**FORMAT:** Seminar

**TOPIC:** The Changing Land-Grant Mission  
(Topic No. 50)

**TRACK:** Administrators

**TIME:** 10:15 – 11:30 am, Wednesday April 27, 2005

**SPEAKER(S):**  
Thomas A. Fretz  
Executive Director  
Northeastern Regional Association of State Agricultural Experiment Station Directors

Alton Thompson  
Dean and Director, School of Agriculture and Environmental Sciences  
North Carolina A&T University

Kenneth Esbenschade  
Associate Dean and Director of Academic Programs  
North Carolina State University

Jack Payne  
Vice President and Dean for University Extension  
Utah State University

**DESCRIPTION:** This session will be a follow-up to last year's presentation on the land-grant mission. It will include an overview of contemporary thought on the changing values and views of the land-grant mission as seen by extension, research, and academic program administrators at 1862 and 1890 land-grant institutions.

**TARGET AUDIENCE:** All participants interested in changes to the land-grant university system are encouraged to attend.

**FORMAT:** Presentation, a panel representing different interests, and interactive discussion

**TOPIC:** 4-H Issues  
(Topic No. 51)

**TRACK:** Special Interests

**TIME:** 10:15 – 11:30 am, Wednesday, April 27, 2005

**SPEAKER(S):**  
Mignonne Pollard  
Assistant Director  
4-H Youth Development Program  
University of California

Jake McGuire  
Controller/ Director Business  
Services  
Agriculture and Natural Resources  
University of California

Robert Watkins  
Risk Manager  
Agriculture and Natural Resources  
University of California

**DESCRIPTION:** This session will center on the discussion of a variety of 4-H issues, including youth protection, financial accountability, volunteer certification and dismissal, and the conversion from county to college.

**TARGET AUDIENCE:** This session is appropriate for fiscal officers and accounting staff and cooperative Extension administrators.

**FORMAT:** Presentation

**TOPIC:** CSREES' Web Site - A New Way of Doing Business (Topic No. 52 )

**TRACK:** New Attendee

**TIME:** 8:30 – 9:45 am, Thursday, April 28, 2005

**SPEAKER(S):**  
Anne Henderson  
Public Affairs Specialist,  
Communications Staff  
CSREES-USDA

**DESCRIPTION:** This session will showcase new and useful features of the CSREES web site (www.csrees.usda.gov), especially as they relate to doing business with USDA and CSREES. The session will include a discussion of users' experiences

with the site and information about future enhancements.

**TARGET AUDIENCE:** Anyone who does business with CSREES or is interested in finding out more about the Agency and its' programs is encouraged to attend.

**FORMAT:** Presentation

**TOPIC:** Implementing New Information Systems (Topic No. 53)

**TRACK:** None

**TIME:** 8:30 – 9:45 am, Thursday, April 28, 2005

**SPEAKER(S):**  
Susan Sponcil  
Budget Analyst  
College of Agriculture  
University of Kentucky

Karen McLaughlin  
Assistant Director, College Human Resources  
Office of Administration and Finance,  
College of ACES  
University of Illinois

David Hermelbracht  
Assistant Director, IFAS Personnel Affairs  
Florida Cooperative Extension

**DESCRIPTION:** Hear from States who have implemented three different computer information systems (SAP, Banner, PeopleSoft) to manage HR, payroll, and accounting. Learn what steps they would repeat, what they would avoid, their biggest challenges, and the benefits of the systems.

**TARGET AUDIENCE:** End users of administrative computing systems are encouraged to attend.

**FORMAT:** Discussion and information

sharing  
**TOPIC:** State Budget Issues (Topic No. 54)

**TRACK:** Financial

**TIME:** 8:30 – 9:45 am, Thursday, April 28, 2005

**SPEAKER(S):**  
Mike Harrington  
Executive Director  
Western Association of Agricultural Experiment Station Directors

Tom Fretz  
Executive Director  
Northeast Association of Agricultural Experiment Station Directors

**DESCRIPTION:** In this session, presenters will discuss the rapidly changing fiscal situations confronting the land-grant institutions.

**TARGET AUDIENCE:** This session will be appropriate for fiscal officers and accounting staff involved with the allocation, distribution and tracking of research and extension formula funds

**FORMAT:** Presentation

**TOPIC:** eGrants (Topic No. 55 )

**TRACK:** Grants

**TIME:** 8:30 – 9:45 am, Thursday, April 28, 2005

**SPEAKER(S):**  
Jason Hitchcock  
eGovernment Program Leader  
Information Systems and Technology Management  
USDA/CSREES

Tony Pandolfino

eGrants Project Manager  
Information Systems and Technology  
Management

USDA/CSREES

**DESCRIPTION:** This session will include an update of CSREES efforts to offer electronic application submissions though Grants.gov. It will also provide an overview and discussion of the CSREES Peer Review System which is used to receive reviewer comments on applications and the results of a pilot recently conducted to scan paper applications. (If time allows, a representative from an institution will speak about how they are using Grants.gov's FIND and APPLY functions.)

**TARGET AUDIENCE:** All grant administrators and faculty are encouraged to attend.

**FORMAT:** Information sharing and presentation

**TOPIC:** Financial Reporting 101  
(Topic No. 56 )

**TRACK:** New Attendees

**TIME:** 9:45 – 11:00 am, Thursday  
April 28, 2005

**SPEAKER(S):**

Philip Sue-Ling  
Team Leader, Recipient Reporting  
Team, Funds Management Section  
CSREES-USDA

Selene Gates  
Budget and Accounting Technician,  
Funds Management Section  
CSREES-USDA

**DESCRIPTION:** This session will include guidance on completing SF-269s for formula extension and research grants, submitting forms according to due dates, requesting no-cost extensions of time for the

submission of reports, and other general reporting requirements.

**TARGET AUDIENCE:** This session is for recipients who are new to the SF-269 financial reporting process and those who would like to enhance their knowledge in the areas mentioned above.

**FORMAT:** Presentation

**TOPIC:** Leadership Programs  
(Topic No. 57)

**TRACK:** None

**TIME:** 9:45 – 11:00 a.m, Thursday,  
April 28, 2005

**SPEAKER(S):**

Brenda Hunter  
Director, National Extension Leadership  
Development Program

Eric Young  
Executive Director, Southern Association  
of Ag. Exp. Station Dir  
North Carolina State University

Ken Esbenschade  
Assoc. Dean and Director of Academic  
Programs  
North Carolina State University

**DESCRIPTION:** Leadership programs provide leadership training learning experiences that facilitate personal growth and better prepare participants to lead change situations. This is of particular importance in shaping the future of the land- grant system. The land-grant system must provide emerging and existing leaders the opportunity to explore the concept of successful leadership and develop and improve their leadership skills. In this session, speakers will summarize the leadership programs they represent and past graduates will share their experiences.

**TARGET AUDIENCE:**  
This session will be appropriate for

experienced administrative, human resources, and other professional staff.

**FORMAT:** Discussion and presentation

**TOPIC:** AREERA Audit - State Panel  
(Topic No. 58 )

**TRACK:** Financial

**TIME:** 9:45 – 11:00 am, Thursday,  
April 28, 2005

**SPEAKER(S):**

Brenda Barnett  
Budget and Fiscal Specialist, Funds  
Management Section  
CSREES-USDA

C. Anne Cook  
Administrative Officer  
Mississippi Agricultural and Forestry  
Experimental Station

Jessie Momen  
Program Leader, Finance & Business  
West Virginia University Extension  
Service

Tim Nesbitt  
Director, Business and Resource  
Planning  
New Mexico State University

John Richardson  
Agricultural Programs Accountability  
Manager  
North Carolina State University

**DESCRIPTION:** Four 1862 land-grant institutions will share their experiences going through the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) Audit. This session will focus on the development of procedures, and on data systems collection and reporting of the multistate extension and integrated

expenditures to assure continuing compliance. Panelists will share their experiences responding to the USDA OIG Audit report and what corrective actions they took to comply with Sections 105 and 204 of AREERA.

**TARGET AUDIENCE:** This session is appropriate for anyone directing, managing, administering or involved in the AREERA planning and reporting process at the 1862 land-grant institutions.

**FORMAT:** Discussion and information sharing

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**TOPIC:** Conflict Resolution (Topic No. 59)

**TRACK:** None

**TIME:** 9:45 – 11:00 am, Thursday, April 28, 2005

**SPEAKER(S):**  
Tim Nesbitt  
Director, Business and Resource Planning

New Mexico State University

**DESCRIPTION:** The workplace is full of stress and strain, a breeding ground for conflict to occur. Conflict between co-workers, conflict between team members, conflict between supervisor and employee, occur constantly in our work life. This session will define conflict and examine models to manage conflict. This session will also deal with the important issue of documenting the process of dealing with conflict.

**TARGET AUDIENCE:** Any professional involved in supervising human resources is encouraged to attend.

**FORMAT:** Presentation and discussion

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**TOPIC:** Grantsmanship for the Small Institution (Topic No. 60)

**TRACK:** None

**TIME:** 8:30 – 9:45 am, Thursday,

April 28, 2005

**SPEAKER(S):**  
Anna Palmisano  
Deputy Administrator, Competitive Programs  
CSREES-USDA

**DESCRIPTION:** This session will serve as an introduction to CSREES' competitive programs, with an emphasis on programs targeted to small institutions. It will include an overview of the peer review process and grant-writing tips.

**TARGET AUDIENCE:** New and experienced administrative, sponsored program, and program staffs (especially those from small and mid-sized institutions) are encouraged to attend.

**FORMAT:** Presentation