

**2006 Cooperative State Research, Education, and Extension Service
Administrative Officers' Conference
April 29 – May 4, 2006
Rapid City, South Dakota**

Breakout Topics

TOPIC: CSREES Orientation I
(Topic Nos. 1 and 7)

TRACK: New Attendees

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006
3:15 – 4:30 pm, Monday
May 1, 2006

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

Ralph Otto
Deputy Administrator, Plant and
Animal Systems
(CSREES/USDA)

Speaker - TBD

DESCRIPTION: 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.

TARGET AUDIENCE: All new attendees are encouraged to attend this session which will provide a context for further discussions about their interactions with CSREES and give them an opportunity to ask general questions of the Agency's experts.

FORMAT: Presentation

TOPIC: Federal Benefits Update
(Topic No. 2)

TRACK: Human Resources

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006

SPEAKER(S):
Josephine Harris
Human Resources Specialists
USDA/ARS/AFM/Human Resources
Division

Sonny Barber
Personnel and Data Information
Specialists
USDA/ARS/AFM/Human Resources
Division

Bonnie Beavers
Branch Chief
USDA/ARS/AFM/Human Resources
Division

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

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

FORMAT: Presentation with question and answer period.

TOPIC: USDA Office of Inspector
General (OIG)
(Topic No. 3)

TRACK: Financial

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006

SPEAKER(S):
Joyce Reagan
Senior Auditor
Southeast Regional Office
USDA Office of Inspector General

DESCRIPTION: This session will provide a brief introduction of the role of the USDA Office of Inspector General.

TARGET AUDIENCE: This session is appropriate for any meeting participant interested in the role of the USDA Office of the Inspector General.

FORMAT: Discussion with question and answer.

TOPIC: The ABC's of Subcontracts
(Topic No. 4)

TRACK: Grant

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006

SPEAKER(S):
Tami Adams
Associate Accountant
Southern Region SARE Program
University of Georgia

Jacqueline LaMuth
Resources Development and
Management
Ohio State University Extension

Jennifer Jansen
Grant and Contract Coordinator
Washington State University

Kathryn Amburgey
Coordinator or Sponsored Programs

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Breakout Topics

Mississippi Agricultural and Forestry
Experiment Station Administration

Carol Langguth
Branch Chief
Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: This presentation will address basic information and processes involved with subcontracts through three phases: proposal, award and reporting. The presentation will provide template checklists for “giving” and “getting” a subcontract agreement, as well as sample materials from various universities.

TARGET AUDIENCE: This session is appropriate for individuals involved in pre- and/or post-award research administration, financial officers and administrators.

FORMAT: Panel presentation and discussion.

TOPIC: Modeling Support for
Diversity
(Topic No. 5)

TRACK: Administrative

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006

SPEAKER(S):
Judy Barth
Interim Associate Director
HR Coordinator
Colorado State University

Patrese Ingram
Diversity Specialists
Penn State University

DESCRIPTION: Find out how
Directors and Administrators are
involved in Change Agents States for

Engagement (CASE) / CASE projects
model support for diversity in their
organizations. Strategies will be
shared which support employment,
development, retention and promotion
of diverse groups. The project states
use of a framework that includes
leadership development, diversity
coordinators, diversity catalyst teams
and assessments as the components in
their system change process.

TARGET AUDIENCE: This session
is appropriate for leadership in Land-
Grant institutions as they help prepare
their organizations for change and for
those that are seeking to enhance their
efforts and skills in the management
of diversity.

FORMAT: Discussion and
information sharing.

TOPIC: 1890 Facilities and Capacity
Programs
(Topic No. 6)

TRACK: Special Interest

TIME: 1:30 – 2:45 pm, Monday
May 1, 2006

SPEAKER(S):
P. S. Benepal
Director, Multicultural Alliances
Science and Education Resources
Development
(USDA/CSREES)

Allison Owens
Grants and Agreement Specialists
Awards Management Branch
(USDA/CSREES/OEP)

Darlene Brown
Grants and Agreement Specialists
Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: 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 the 1890 Facilities
Grants Program. This session also is
designed for 1890 faculty/scientist and
administrators to discuss the 2006
Capacity Building Grants Program
Request for Applications (RFA). This
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 administrative,
fiscal, and accounting staff at 1890
land-grant institutions as well as
anyone involved in responding to the
RFA or submitting the proposal.

FORMAT: Presentation, discussion,
and information sharing.

TOPIC: CSREES Orientation II
(Topic No. 7)

TRACK: New Attendee

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

SPEAKER(S):
Erin Daly
Senior, Financial Policy Specialists
Policy, Oversight, and Funds
Management Branch
(USDA/CSREES/OEP)

Rochelle McCrea
Team Leader
Awards Management Branch
(USDA/CSREES/OEP)

Wanda Edwards
Section Leader

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Breakout Topics

Funds Management Section
(USDA/CSREES/OEP)

Dennis Unglesbee
CRIS Team Leader
Information Systems and Technology
Management
(USDA/CSREES)

Speaker TBD
National Program Leader
Plant and Animal Systems
(USDA/CSREES)

DESCRIPTION: Panelists will address frequently asked questions about the applications, selection, and award processes. The group will discuss post-award management issues including accessing funds and reporting on progress. The majority of the session will be devoted to a question-and-answer session where participants can engage the 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 basic pre- and post-award management issues from the administrative and programmatic perspectives.

FORMAT: Discussion with interaction.

TOPIC: Civil Rights Review
(Topic No. 8)

TRACK: Human Resources

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

SPEAKER(S):
State Panelists - TBD

State Panelists - TBD

State Panelists - TBD

DESCRIPTION: Through on-site compliance reviews at state land-grant universities and collection of program and employment data, the Equal Opportunity Staff (EOS) of CSREES ensures that recipients of research and extension programs have equal access to all program services. The compliance review produces information needed for EOS to submit civil rights reports to CSREES administration and U.S. Department of Justice.

The panelists will present their involvement and experience associated with the civil rights review conducted by the Equal Opportunity Staff (EOS) of CSREES and/or an internal civil rights review. They will discuss data collection, interview processes, general comments on findings and recommendations, closeout, etc.

TARGET AUDIENCE: This session is appropriate for attendees who have a role or work in civil rights, affirmative action, etc.

FORMAT: Presentation with information sharing.

TOPIC: Managing Fraud
(Topic No. 9)

TRACK: Financial

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

SPEAKER(S)
Russell Olson
Audit Manager

South Dakota Department of
Legislative Audit

DESCRIPTION: This breakout session will discuss various topics related to the prevention and detection of fraud, waste and abuse. The discussion will begin with “10 truths about fraud”. The discussion will focus on some examples or scenarios and discussing what the administrative and financial personnel should have or could have done. We also will discuss some “preventative” fraud procedures that can be instituted.

We will discuss the fact that “fraud” does not necessarily mean “someone stealing money”. We will review some general procedures which may be followed by administrative and financial personnel when you detect potential fraud, waster or abuse.

TARGET AUDIENCE: This session is appropriate for accountants and administrative and financial personnel.

FORMAT: Presentation, discussion and interaction.

TOPIC: Activity and Effort
Reporting
(Topic No. 10)

TRACK: Grant

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

SPEAKER(S):
State Panel – TBD

DESCRIPTION: OMB Circular A-21 requires a confirmation of personnel cost distribution confirming that the record of activities allocable as direct costs to sponsored agreements is verified. Specific

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Breakout Topics

reports are required not less frequently than every six months. This session will focus on a discussion of practices by some institutions to ensure compliance with regulations. Results of audits of activity and effort reporting systems will be discussed by a panel of State administrative officers. Some special attention will focus on record keeping requirements for agreements with more stringent time and effort record keeping.

TARGET AUDIENCE: This session is appropriate for pre- and post-award grant and contract specialists, business managers, and audit liaisons.

FORMAT: Presentation with information sharing and discussion.

TOPIC: POW and One Solution (Topic No. 11)

TRACK: Administrative

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

SPEAKER(S):
Michel Desbois
Deputy Administrator
Chief Information Office
Information Systems and Technology
Management
(USDA/CSREES/ISTM)

Bart Hewitt
Planning and Accountability Leader
Planning and Accountability Office
(USDA/CSREES/PA)

John Mingee
Project Manager
One Solution & Plan of Work
Information Systems and Technology
Management
(USDA/CSREES/ISTM)

DESCRIPTION: This session will provide an update on the “One Solution” and the State Plan of Work. The Plan of Work discussion will include who the reviewers are, what the reviewers will be looking for in the Plan, and the checklist and comments forms the reviewers will use. Also an update of how the Plan of Work and Annual Report fit into the overall plans for the “One Solution” also will be discussed.

TARGET AUDIENCE: This session is appropriate for anyone who plans, develops, writes, and/or is responsible for the State Plans of Work and other State reporting to CSREES.

FORMAT: Presentation with information sharing.

TOPIC: 1890 Matching
Requirements
(Topic No. 12)

TRACK: Special Interests

TIME: 3:15 – 4:30 pm, Monday
May 1, 2006

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

Wanda Edwards
Section Leader
Funds Management Section
(USDA/CSREES/OEP)

Philip Sue-Ling
Reporting Team
Funds Management Section
(USDA/CSREES/OEP)

Cynthia Pyatt-Green
Compliance Officer

1890 Research and Extension
South Carolina State University

DESCRIPTION: This session will provide a thorough understanding of the State matching requirements for the 1890 Land-Grant Institutions. Also, various States will discuss how they have successfully met their matching requirement.

TARGET AUDIENCE: This session is appropriate for meeting participants from the 1890 Land-Grant Institutions.

FORMAT: Presentation with information sharing.

TOPIC: CSREES Awards Basics
(Topic No. 13)

TRACK: New Attendees

TIME: 10:45 am – 12:00 pm
Tuesday, May 2, 2006

SPEAKER(S):
Carol Langguth
Branch Chief
Awards Management Branch
(USDA/CSREES/OEP)

Rochelle McCrea
Team Leader
Awards Management Branch
(USDA/CSREES/OEP)

Susan Bowman
Team Leader
Awards Management Branch
(USDA/CSREES/OEP)

Sondra Watkins
Team Leader
Awards Management Branch
(USDA/CSREES/OEP)

Pamela Lynch
Team Leader

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Breakout Topics

Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: Staff members from CSREES Awards Management Branch (AMB) will give a detailed presentation on CSREES 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.

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.

FORMAT: Presentation and discussion with information sharing and interaction.

TOPIC: Communicating With Impact
(Topic No. 14)

TRACK: Human Resources

TIME: 10:45 am – 12:00 pm
Tuesday, May 2, 2006

SPEAKER(S):
Patrick Donadio
Keynote Speaker
Columbus, Ohio

DESCRIPTION: Eighty percent of your waking day is devoted to some form of communication. Maximizing this skill is vital to improving relationships, building teams, gaining and retaining customers and managing change. Learn a 5-Step System to improve the way you communicate.

The presenter, Patrick Donadio (also the Conference Keynote speaker) places special emphasis for this program on trainee involvement, using group discussion, role-playing, exercises, real-life examples, and planning time to put these principles into action.

TARGET AUDIENCE: This session is appropriate for all conference participants.

FORMAT: Presentation with interaction.

TOPIC: Advanced Financial Reporting
(Topic No. 15)

TRACK: Financial

TIME: 10:45 am – 12:00 pm
Tuesday, May 2, 2006

SPEAKER(S):
Wanda Edwards
Section Leader
Funds Management Section
(USDA/CSREES/OEP)

Philip Sue-Ling
Reporting Team
Funds Management Section
(USDA/CSREES/OEP)

Selene Gates
Budget and Accounting Technician
Funds Management Section
(USDA/CSREES/OEP)

DESCRIPTION: The New Federal Financial Report – FFR; Distribution of Funding Letters of Credit (LOC); Point of Contact Information for Formula Funds; FY 2001 Cancelled Year Funds (in FY 2006); PMS-DHHS Cash Drawdown Reconciliation and the Quarterly PSC

272; PI Transfers and No-Cost Extension of Time for Formula Funds.

TARGET AUDIENCE: This session is appropriate for recipients who need more advanced information on the SF-269/PSC-272 and other financial reporting information which impact their organizations.

FORMAT: Presentation

TOPIC: eGrants Update
(Topic No. 16)

TRACK: Grant

TIME: 10:45 am - 12:00 pm
Tuesday, May 2, 2006

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

Tony Pandolfino
eGrants Project Manager
Information Systems Technology Management
(USDA/CSREES/ITSM)

Robert Shawn Bennett
Management and Program Analyst
Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: This session will include an update of CSREES efforts to offer electronic application submissions through Grants.gov. It also will 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 conducted to scan hard copy applications.

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Breakout Topics

TARGET AUDIENCE: Grants Administrators and Faculty.

FORMAT: Presentation with information sharing.

TOPIC: Marketing and Advocacy (Topic No. 17)

TRACK: Administrative

TIME: 10:45 am - 12:00 pm
Tuesday, May 2, 2006

SPEAKER(S):

Brenda Forman
SD CARET Representative
South Dakota Association of Cooperatives

LeRoy Daugherty
Associate Dean & Director
Agricultural Experiment Station
New Mexico State University

Jack Payne
Vice Provost for Extension and Outreach
Iowa State University

Fred Cholick
Dean, College of Agriculture
Kansas State University

DESCRIPTION: This session will provide information on efforts the land-grant system is making to better market itself and advocate for support locally, regionally, and nationally. Representatives from the Council for Agricultural Research, Extension and Teaching (CARET), the Experiment Station Committee on Organization and Policy (ESCOP) Communication and Marketing Committee, the Extension Committee on Organization and Policy (ECOP) Budget and Legislative Committee, and the Board on Agriculture Assembly Budget and

Advocacy Committee will explain the need to be active in their roles, and the importance of their activities as they advocate for the land-grant system.

TARGET AUDIENCE: This session is appropriate for directors, administrators, communication specialists, and marketing personnel at the land-grant institutions.

FORMAT: Panel presentation.

TOPIC: 4-H Name and Emblem and 501(c)3 Organizations (Topic No. 18)

TRACK: Special Interest

TIME: 10:45 am - 12:00 pm
Tuesday, May 2, 2006

SPEAKER(S):

Cathann Kress
Director, Youth Development
National 4-H Headquarters
(USDA/CSREES)

DESCRIPTION: This session will review changes and clarifications of the 4-H Name and Emblem regulations, including impact on sponsorships and negotiating the use of the emblem by 501(c)3 groups and other private entities.

TARGET AUDIENCE: This session is appropriate for administrative staff personnel responsible for 4-H policy and fiscal management.

FORMAT: Presentation and discussion.

TOPIC: Formula Funds 101 (Topic No. 19)

TRACK: New Attendees

TIME: 1:30 - 2:45 pm, Tuesday
May 2, 2006

SPEAKER(S):

Janet Downey
Staff Accountant
Oversight Section
(USDA/CSREES/OEP)

DESCRIPTION: This session will highlight the primary features of CSREES formula funds. The purpose, basics of allocation calculation, reporting requirements, and reporting due dates will be discussed.

TARGET AUDIENCE: This session is appropriate for administrative personnel responsible for the administration of CSREES formula funds.

FORMAT: Presentation with interaction.

TOPIC: Current Legal and Practical Issues in the Hiring Process Part I (Topic No. 20 and 26)

TRACK: Human Resources

TIME: 1:30 – 2:45 pm, Tuesday
May 2, 2006
3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):

Steven E. Gall
President
Gall and Gall Company, Inc.

DESCRIPTION: This three hour session will involve discussion of current issues in the hiring process, from both a legal and a practical perspective. Over the last several years, new requirements have emerged, old laws have been clarified,

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Breakout Topics

and certain best practices have evolved.

TARGET AUDIENCE: This session is appropriate for those participants who are involved in the employment process.

FORMAT: Presentation and discussion.

TOPIC: User Fees and Program Income
(Topic No. 21)

TRACK: Financial

TIME: 1:30 – 2:45 pm, Tuesday
May 2, 2006

SPEAKER(S):
Speaker - TBD

DESCRIPTION:

TARGET AUDIENCE:

FORMAT:

TOPIC: CSREES Awards Management Branch Update
(Topic No. 22)

TRACK: Grant

TIME: 1:30 – 2:45 pm, Tuesday
May 2, 2006

SPEAKER(S):
Carol Langguth
Branch Chief
Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: The CSREES Awards Management Branch (AMB) will give an update on changes that have been made in CSREES awards processing and management. The changes will include procedures, policies and staff changes. You will hear about the latest changes and get some helpful handouts for use in managing your awards.

TARGET AUDIENCE: This session is intended for grants administrators at all levels. This session will be helpful to anyone who manages CSREES grants. You will hear about the latest changes and get some helpful handouts for use in managing your awards.

FORMAT: Presentation with discussion and information sharing.

TOPIC: CRIS and NIMSS
(Topic No. 23)

TRACK: Administrative

TIME: 1:30 – 2:45 pm, Tuesday
May 2, 2006

SPEAKER(S):
Dennis Unglesbee
CRIS Team Leader
Information Systems and Technology Management
(USDA/CSREES)

Carolyn Deckers
CRIS
Information Systems and Technology Management
(USDA/CSREES)

Pat Downer
Senior Information Technology Professional
University of Vermont

Rubie Mize
NIMSS Systems Administrator
Northeastern Region Association of State Agricultural Experiment Station Directors

DESCRIPTION: The Current Research Information System (CRIS) is USDA's documentation and reporting system for ongoing and recently completed research projects in agriculture, food and nutrition, and forestry. The National Information Management and Support System (NIMSS) is a web-based application that will allow participants of Multistate Research Projects and Activities to submit proposals and reports online. Interested parties, stakeholders and cooperators also can query the system for relevant and timely information. Changes in the CRIS codes have required modifications in both NIMSS and CRIS forms. Cooperative Extension will begin to use the CRIS system for documenting their integrated activities. The speakers will provide updates on the CRIS and NIMSS forms for those familiar with the format and introduce new users to the interfaces.

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

FORMAT: Presentation

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Breakout Topics

TOPIC: Grantsmanship for the Small Institution
(Topic No. 24)

TRACK: Special Interest

TIME: 1:30 – 2:45 pm, Tuesday
May 2, 2006

SPEAKER(S):

Anna Palmisano
Deputy Administrator
Competitive Programs
(USDA/CSREES)

DESCRIPTION: An overview will be presented of CSREES Competitive Programs, with a special emphasis on grantsmanship opportunities for small institutions, 1890 land-grant institutions, and 1994 land-grant institutions. Both research and integrated programs that include research, education and/or extension will be addressed.

TARGET AUDIENCE: This session is intended for all attendees, but especially those from small institutions, 1890 land-grant institutions, and 1994 land-grant institutions.

FORMAT: Presentation

TOPIC: Financial Reporting 101
(Topic No. 25)

TRACK: New Attendee

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):

Wanda Edwards
Section Leader
Funds Management Section
(USDA/CSREES/OEP)

Philip Sue Ling
Reporting Team
Funds Management Section
(USDA/CSREES/OEP)

Selene Gates
Budget and Accounting Technician
Funds Management Section
(USDA/CSREES/OEP)

DESCRIPTION: This session will cover the completion of SF-269's, Financial Status Reports, for CSREES formula funds and grants, applicable dates for financial reports, requesting a no-cost extension of time for the submission of financial reports, the quarterly electronic PSC 272, point of contact information and other general reporting requirement.

TARGET AUDIENCE: This session is for those recipients, who are new to the SF-269 financial reporting process and quarterly PSC 272 or for those who would like to enhance their knowledge in the areas mentioned above.

FORMAT: Presentation

TOPIC: Current Legal and Practical Issues in the Hiring Process Part II
(Topic No. 26)

TRACK: Human Resources

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):

Steven E. Gall
President
Gall and Gall Company, Inc.

DESCRIPTION: This three-hour session will involve discussion of current issues in the hiring process, from both a legal and a practical

perspective. Over the last several years, new requirements have emerged, old laws have been clarified and certain best practices have evolved.

TARGET AUDIENCE: This session is appropriate for those participants who are involved in the employment process.

FORMAT: Presentation and discussion.

TOPIC: Budget Issues – State Perspective
(Topic No. 27)

TRACK: Financial

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):

Alison Schmulbach
Assistant Dean for Administration
University of Illinois

Dan Malacara
Budget Director
University of Wisconsin – Extension

Rhonda Gibler
Assistant Vice Provost
University of Missouri – Extension

DESCRIPTION: In this session, presenters will share a variety of methods they have used to cover current budget/operating needs with declining resources. Others will share methods/strategies used at their institutions to enhance their current budget.

TARGET AUDIENCE: This session is appropriate for Budget Managers exploring enhancement of current funding and funding opportunities at

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Cooperative Extension Services and State Agricultural Experiment Stations.

FORMAT: Presentation and discussion.

TOPIC: Cost Sharing and Its Challenges
(Topic No. 28)

TRACK: Grant

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):
Nancy L. Wilkinson
Director
IFAS Sponsored Programs
University of Florida

Jan Madole
Manager
Agricultural Grants and Contracts
Office
Oklahoma State University

DESCRIPTION: This session will provide an overview of the challenging topic of cost sharing. We'll examine the fundamentals of this topic through its definition, regulatory requirements, and impact in your institution. In addition, the presenters will discuss various documentation methods that we hope will keep you safe through the audit challenges you may eventually face.

TARGET AUDIENCE: This session is appropriate for pre- and post-award Grant Administrators.

FORMAT: Discussion

TOPIC: AREERA Compliance Section 105 and 204
(Topic No. 29)

TRACK: Administrative

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):
Brenda Barnett
Budget and Fiscal Specialist
Funds Management Section
(USDA/CSREES/POFMB)

DESCRIPTION: This session will provide updates on compliance requirements as well as a report on how institutions are meeting the multistate extension and integrated requirements per section 105 and 204 of the Agricultural Research, Extension, and Education Reform Act of 1998.

TARGET AUDIENCE: This session is appropriate for administrative staff at the 1862 land-grant institutions in the 50 States who are responsible for the oversight of AREERA section 105 and 204 requirements.

FORMAT: Presentation and discussion.

TOPIC: Respect in the Workplace
(Topic No. 30)

TRACK: Special Interest

TIME: 3:15 – 4:30 pm, Tuesday
May 2, 2006

SPEAKER(S):
Chiquita McAllister
Fiscal Officer
NC A&T State University
Cooperative Extension Program

DESCRIPTION: The demographic makeup of our communities has changed significantly in the last 25 years and so has the Land-Grant System. These changes extend beyond race and culture, changes in population present opportunities and challenges. Different characteristics and idiosyncrasies are brought to work as a result of heritage or preferences, affecting behavior and performance. Learning to understand and respect differences in others is an approach to address potential collisions in the workplace.

TARGET AUDIENCE: This session is appropriate for all conference participants.

FORMAT: Information sharing and interaction.

TOPIC: All You Ever Wanted to Know About Grants Post-Award 101 (Linked Seminar) Part I
(Topic No. 31 and 37)

TRACK: New Attendee

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006
10:15 – 11:30 am,
Wednesday, May 3, 2006

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

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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 and effort reporting, cost sharing, program income, property management, financial management systems, close-out procedures, audit guidelines, and sub-recipient 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-today operations. This seminar is part one of a two-part linked seminar.

TARGET AUDIENCE: This session is intended for those who are new to grant administration. This will be an overview intended for administrators with less than 5 years experience in post-award and financial administration of sponsored programs.

FORMAT: Information sharing.

TOPIC: On-Line Training
(Topic No. 32)

TRACK: Human Resources

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006

SPEAKER(S):

Mary Fran San Soucie
Personnel Specialist
Montana State University

Mary Mann
Director of Operations
Oregon State University Extension
Service

Mary Hoffman
Assistant Director of Finance
Washington State University
Extension

DESCRIPTION: During this session three states will discuss successful on-line training they have developed in the areas of new employee orientation, Civil Rights, sexual harassment, program area training and Banner training.

TARGET AUDIENCE: This session is appropriate for all conference participants.

FORMAT: Round table discussion.

TOPIC: Enhancing CSREES
Customer Service – The Agency
Listens and Responds
(Topic No. 33)

TRACK: Financial

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006

SPEAKER(S):

Carol Langguth
Branch Chief
Awards Management Branch
(USDA/CSREES/OEP)

Ellen Danus
Branch Chief
Policy, Oversight and Funds
Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: Speakers will summarize the results of CSREES' first Customer Service Satisfaction Survey, focusing on feedback the Agency received from 86 business officers. Based on the results of this survey and recommendations from a Business Officer's Implementation

Team, attendees will learn how the Agency plans to enhance the services it provides to business officers.

TARGET AUDIENCE: This session is appropriate for both new and experienced business officers responsible for CSREES grant programs.

FORMAT: Presentation and information sharing.

TOPIC: Preparation of Effective,
Award-Winning Collaborative
Proposals
(Topic No. 34)

TRACK: Grant

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006

SPEAKER(S):

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

Dorothy Heitter
Financial Budget Manager
Washington State University

Paul Becker
Associate Director and Extension
Professor
West Virginia University Extension
Service

Adriene Woodin
Section Leader Unit
Awards Management Branch
(USDA/CSREES/OEP)

DESCRIPTION: Increasingly collaborative proposals involving

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multi-disciplines, multi-functions, and/or multi-institutions are the focus of grant calls for proposals. Such collaborative proposals can be very strong and competitive. However, it can be complicated and difficult to pull together a good collaborative proposal. This session will address various issues and barriers associated with developing and administering these proposals, lessons learned by those who have been involved with these projects and what attracts them to participate in these joint efforts. Panelists will represent the different perspectives involved in the process including the investigator, the search administration and the funding agency. Each will offer tips for successful planning and implementation of collaborative proposals.

TARGET AUDIENCE: Individuals who work with grant proposal preparation and administration or those who are interested in having their institutions become more involved in pursuing collaborative competitive funding.

FORMAT: Panel discussion.

TOPIC: Future of Formula Funds (Topic No. 35)

TRACK: Administrative

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006

SPEAKER(S)

Thomas Fretz
Executive Director
Northeastern Regional Association of
State Agricultural Experiment Station
Directors

Jeffrey D. Armstrong
Dean
College of Agriculture and Natural
Resources
Michigan State University

OR

H. Michael Harrington
Executive Director
Western Association of Agricultural
Experiment Station Directors
Colorado State University

DESCRIPTION: With the release of the FY 2006 President's Budget, which presented a phase-out of formula funding, studies have been undertaken to identify the impact on the Land-Grant System and a "Think Tank" committee was appointed by the Board on Agriculture Assembly Policy Board of Directors to develop recommendations for the future of the Local-State-Federal partnership for possible use in the reauthorization of the Farm Bill and for future approaches to appropriations.

TARGET AUDIENCE: This session is appropriate for all conference participants.

FORMAT: Presentation

TOPIC: Tribal College Success
Stories with Land Grant Status
(Topic No. 36)

TRACK: Special Interest

TIME: 8:30 – 9:45 am, Wednesday
May 3, 2006

SPEAKER(S)

Wanda Agnew
Director of Land Grant
Programs and Grants
United Tribes Technical College

Monica White
Lac Courte Oreilles Extension
Director
Lac Courte Oreilles Ojibwe
Community College

Henry Thompson
Tribal College Extension Coordinator
Chief Dull Knife

Joan Goodman
FEEP Coordinator
Southwestern Indian Polytechnic
Institute

DESCRIPTION: During this session, Tribal College Land-Grant Program staff (Extension, Education, and Research) will share success stories regarding partnerships, individual projects, replicable student curriculum and community Extension programs.

TARGET AUDIENCE: This session is appropriate for all conference participants interested in research, education, and extension programs at the 1994 land-grant institutions.

FORMAT: Presentation, discussion with information sharing.

TOPIC: All You Ever Wanted to
Know About Grants Post-Award 101
(Linked Seminar) Part II
(Topic No. 37)

TRACK: New Attendees

TIME: 10:15 – 11:30 am
Wednesday, May 3, 2006

SPEAKER(S)

Jan Madole
Manager, Agriculture Sponsored
Programs
Oklahoma State University

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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 and effort reporting; cost sharing; program income; property management; financial management systems; close-out procedures, audit guidelines; and sub-recipient 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 intended for those who are new to grant administration. This will be an overview intended for administrators with less than 5 years experience in post-award and financial administration of sponsored programs.

FORMAT: Information sharing.

TOPIC: Is There a “Bad Egg” in Your Office?
(Topic No. 38)

TRACK: Human Resources

TIME: 10:15 – 11:30 am,
Wednesday, May 3, 2006

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

DESCRIPTION: Come participate in this interactive and informative session on dealing with the “bad egg” or problem employee in your office. Various types of behaviors will be explored such as, the “control freak”, the perfectionist”, the “bully”, the “socializer”, the “procrastinator”, and the “entirely inept”. Learn strategies to turn the “bad eggs” in your office into the “perfect omelet”!

TARGET AUDIENCE: This session is appropriate for human resource personnel and managers.

FORMAT: Interactive

TOPIC: Administrative Manuals for CSREES Extension Formula Funds
(Topic No. 39)

TRACK: Financial

TIME: 10:15 – 11:30 am,
Wednesday, May 3, 2006

SPEAKER(S):
Speaker - TBD

DESCRIPTION: This session will discuss the development of the administrative manual for CSREES Extension Formula Funds. The session also will address some issues raised by the CSREES Formula Funds Committee.

TARGET AUDIENCE: This session is appropriate for any meeting participant responsible for the

administration of CSREES Extension formula funds.

FORMAT: Presentation with question and answer.

TOPIC: Giving or Receiving – Selected States Approaches to Third Party FSNEP Matching
(Topic No. 40)

TRACK: Grant

TIME: 10:15 – 11:30 am,
Wednesday, May 3, 2006

SPEAKER(S):
Robin A. Orr
Extension Specialist – EFNEP-FNP
Vice President – Society for Nutrition
Education
University of Illinois

Helen Chipman
National Coordinator, FSNE
South Dakota State University
Cooperative Extension

Judy A. Robison
Grants Officer
University of Arkansas
Division of Agriculture

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? Currently, CSREES partner state institutions serve as one of the primary contractors on the Food and Nutrition Services (FNS) Food Stamp Nutrition Education Program (FSNEP). The FSNEP program reimburses States for 50 percent of the allowable and necessary costs of operating this program. The number

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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, how they document the costs after-the-fact and provide insights into successful ways in which this program operates in selected states.

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: Information sharing.

TOPIC: Principal Investigator Workshop
(Topic No. 41)

TRACK: Administrative

TIME: 10:15 – 11:30 am,
Wednesday, May 3, 2006

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

DESCRIPTION: In order to ensure consistent application of cost accounting standards, and to ensure that researching faculty are

knowledgeable of guiding regulation regarding pre- and post-sponsored award administration, many universities have implemented a mandatory training program and the content of a training program.

TARGET AUDIENCE: This session is appropriate for grant and contract specialists, business managers, and audit liaisons.

FORMAT: Presentation and discussion with information sharing.

TOPIC: 1994 Land-Grant Institutions Issues
(Topic No. 42)

TRACK: Special Interest

TIME: 10:15 – 11:30 am,
Wednesday, May 3, 2006

SPEAKER(S):
Virgil Dupuis
Extension Director
Salish Kootenai College

Terry Tatsey
Blackfoot Community College

DESCRIPTION: The 1994 Institutions will have a workshop designed to update attendees on the status of Land-Grant programming, upcoming issues and changes in the application process, reporting on progress of the First American Land-Grant College Organization and Network (FALCON), and a report from CSREES on partnerships. We will seek input from attendees on how FALCON can represent and benefit individual Tribal College Institutions and strengthen Indian Country. The FALCON President will provide updated information on the Farm Bill Partnership Report with CSREES,

INCA, and expansion of the American Indian Higher Education Consortium (AIHEC) land-grant agenda to all Federal Programs.

TARGET AUDIENCE: This session is appropriate for 1994 staff, faculty, and interested partners.

FORMAT: Discussion

TOPIC: DHHS - Payment Management System – Smartlink
(Topic No. 43)

TRACK: New Attendees

TIME: 1:00 – 2:15 pm, Wednesday
May 3, 2006

SPEAKER(S):
Vivian Hughes
Staff Accountant
DHHS – Payment Management

DESCRIPTION: This session will provide a brief overview of the U.S. Department of Health and Human Services' Payment Management System (PMS) and information about accessing the Smarklink system. Discussions will be held on requesting payments, inquiries into the PMS, and the electronic PSC 272 reporting process.

TARGET AUDIENCE: This session is appropriate for new attendees and those individuals who use the Payment Management System to process payments for CSREES awards or who submit the PSC 272 Reports.

FORMAT: Presentation with question and answer session.

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TOPIC: Pre-Employment and Post-Employment Testing: Indicators of Extension Agency or County Director Performance?
(Topic No. 44)

TRACK: Human Resource

TIME: 1:00 – 2:15 pm, Wednesday
May 3, 2006

SPEAKER(S):
Herb Byrd, III
Director, Extension Evaluation and Staff Development
University of Tennessee Extension

DESCRIPTION: Many organizations use various assessment tools with prospective or existing employees. Assessments can increase the effectiveness of hiring decision, can assist in employee development, and can inform leadership role appointments. This session will look at the case for employee assessment, how it is being utilized in Tennessee Extension, and the potential organizational benefits to pre- and post-employment assessment of county agents and county-level administrators.

TARGET AUDIENCE: This session is appropriate for Extension Human Resource professionals.

FORMAT: Presentation with information sharing.

TOPIC: CSREES Web Site – Making it Work for You
(Topic Nos. 45 and 55)

TRACK: New Attendees and Special Interest

TIME: 1:00 – 2:15 pm, Wednesday
May 3, 2006

SPEAKER(S):
Anne Henderson
Public Affairs Specialists
(USDA/CSREES)

DESCRIPTION: Watch and learn while Anne Henderson of CSREES guides you through the newly redesigned CSREES web site. Speaker will show you where to find everything you need to do business with CSREES. The web site is a great resource for forms, funding opportunity facts and figures, planning and accountability information, and more. She'll also answer question and field comments and suggestions on how we can improve the site to serve you better.

TARGET AUDIENCE: This session is for new attendees and those unfamiliar with the web site and CSREES. Managers of formula funds and other funding opportunities are encouraged to attend.

FORMAT: Presentation

TOPIC: Research Misconduct/Bayh-Dole Act/iEdison
(Topic No. 46)

TRACK: Grant

TIME: 1:00 – 2:15 pm, Wednesday
May 3, 2006

SPEAKER(S):
Anna Palmisano
Deputy Administrator
Competitive Programs
(USDA/CSREES/CP)

Bob MacDonald
Director of Information Policy
(USDA/CSREES)

John Salzman

Assistant Extramural Inventions
Policy Officer
National Institutes of Health

DESCRIPTION: Research Misconduct: We will introduce the Federal Policy on Research Misconduct, describe how it is implemented by USDA, and explain what is required by organizations receiving funds from CSREES.

Bayh-Dole Act: The significance of the Bayh-Dole Act is to inform you of the procedures in 37 CFR Part 401 that need to be followed in order to maintain compliance, and to clarify several situations in which the Act does or does not apply. Applicability of the Bayh-Dole Act to formula-funded inventions will be highlighted.

iEdison: iEdison is the interagency Bayh-Dole Act electronic reporting system operated by the National Institute of Health (NIH) on behalf of 20 Federal research agencies. A demonstration of the iEdison system will be presented by the iEdison program manager.

TARGET AUDIENCE: This session is appropriate for sponsored research officers, technology transfer staff, and research administrators.

FORMAT: Presentation

TOPIC: Manager or Leader – Which Are You?
(Topic No. 47)

TRACK: Human Resources

TIME: 1:00 – 2:15 pm, Wednesday
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SPEAKER(S):
Richard W. Clark

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Assistant Dean, Professional
Development
College of Agricultural, Consumer
and Environmental Sciences
University of Illinois

DESCRIPTION: Most of us don't have the luxury of choosing between leader and manager. With relatively small staff size, most administrators will need to draw on the best of both worlds. This interactive workshop will identify the top leadership and management skills necessary for success. Most importantly, we will explore the appropriate time to use each of these skills to both move your organization/team forward and improve their effectiveness and efficiency.

TARGET AUDIENCE: This session is appropriate for human resources personnel and managers.

FORMAT: Interactive

TOPIC: 1994s and Grants
Management
(Topic No. 48)

TRACK: Special Interest

TIME: 1:00 – 2:15 pm, Wednesday
May 3, 2006

SPEAKER(S):
Janet Schmidt
Grants and Agreements Specialists
Awards Management Branch
(USDA/CSREES/OEP)

Philip Sue-Ling
Reporting Team
Funds Management Section
(USDA/CSREES/OEP)

DESCRIPTION: This session is designed to give the 1994 land-grant

community an update on the administrative process. A discussion will be held regarding budget details, terms and conditions, and program requirements. This session will be helpful to anyone who is new to grants or just needs a refresher on what is expected from the 1994 land-grant community.

TARGET AUDIENCE: This session is appropriate for 1994 land-grant award recipients.

FORMAT: Presentation with information sharing and interaction.

TOPIC: Basic Former Schedule A
Federal Appointment Benefits
(Topic No. 49)

TRACK: New Attendee / Human
Resource

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006

SPEAKER(S):
Josephine Harris
Human Resources Specialists
USDA/ARS/AFM/Human Resources
Division

Sonny Barber
Personnel and Data Information
Specialists
USDA/ARS/AFM/Human Resources
Division

Bonnie Beavers
Branch Chief
USDA/ARS/AFM/Human Resources
Division

DESCRIPTION: This session is a brief overview of the basic responsibilities associated with administering the Federal health, life, retirement, Thrift Savings Plan, Long

Term Care programs for the former
Schedule A Federal appointments.

TARGET AUDIENCE: This session is appropriate for human resource (HR) personnel who provide HR service to the former Schedule A Federal appointees and have a need to know very basic information on Federal benefit programs.

FORMAT: Presentation

TOPIC: Search Committees /
Recruiting a Diverse Faculty
(Topic No. 50)

TRACK: Human Resource

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006

SPEAKER(S):
Susan James
Staff Development Coordinator
University of Wyoming
Cooperative Extension Service

Mary Anne Gularte
Director and Lecturer
Institute of Food and Agricultural
Science
University of Florida

DESCRIPTION: In this session, State participants will share strategies for training search committees or hiring committees to help ensure the employment of a diverse faculty. Representatives from the University of Florida and the University of Wyoming will share their efforts to increase diversity at their institutions.
TARGET AUDIENCE: This session is appropriate for human resources personnel involved in search committees and recruitment.

FORMAT: Round table discussion.

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TOPIC: Summary of Findings from CSREES Audits and Reviews (Topic No. 51)

TRACK: Financial

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006

SPEAKER(S):

Edward Nwaba
Senior Staff Accountant/Cost Analyst
Oversight Section
(USDA/CSREES/POFMB)

DESCRIPTION: This session will provide a summary of findings and recommendations from the Improper Payments Information Act (IPIA), site reviews conducted by the CSREES Oversight Staff, A-133 Audits, and the USDA Office of Inspector General (OIG) audits.

FORMAT: Presentation

TOPIC: Grant Compliance Issues (Topic No. 52)

TRACK: Grant

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006

SPEAKER(S):

Carol Berman
Director, Office of Contracts and Grants
University of California

Agriculture and Natural Resource

DESCRIPTION: This session will focus on the top seven compliance risks related to research administration and ways to mitigate these risks. The session will examine IRBs and how they relate with Extension and Experiment Station programs, when they apply and when they don't to educational programs, strategies for

educating administrators and faculty on the most pertinent information regarding a compliance plan, key components to include in the organization's compliance plan, the need for written compliance policies and approaches aimed at minimizing and/or reducing risks associated with possible violations as well as potential audit problems. This session will provide insight on the factors that should be considered when developing a research compliance program, its structure and components, and the importance of getting support and acceptance of the program. Also, the creation of an educational program consisting of basic and comprehensive instruction for sponsored programs compliance will be addressed.

TARGET AUDIENCE: This session will be appropriate for both new and experienced administrative, sponsored program, fiscal and accounting staffs.

FORMAT: Discussion

TOPIC: "Coaching" the Human Resource – Part I (Topic Nos. 53 and 59)

TRACK: Administrative

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006
9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):

Alan Baquet
Department Chair, Agricultural Economics
University of Nebraska

Keith Niemann
Director of Extension Human Resources
University of Nebraska

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.

This session is a repeat of the one offered in 2005. Participants can elect Part I or Parts I and II. Part II is designed to build on the content delivered in Part I.

TARGET AUDIENCE: This session is appropriate for all conference attendees.

FORMAT: Presentation with interaction.

TOPIC: Reporting Your Impacts (Topic No. 54)

TRACK: New Attendees and Special Interests

TIME: 8:00 – 9:15 am, Thursday
May 4, 2006

SPEAKER(S):

Janet Allen
Communications Director
(USDA/CSREES)

DESCRIPTION: CSREES Communication Director Janet Allen will explain the impact reporting process, and will walk you through examples of well-written impact statements. She will discuss how impact statements answer the "So

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What" question that come from Congress and from the American public. A short exercise will help participants hone their skills in recognizing important impacts of CSREES funding.

TARGET AUDIENCE: This session is for new attendees and those unfamiliar with the impact reporting, including personnel who are interested in marketing and outreach.

FORMAT: Presentation with interaction.

TOPIC: CSREES Web Site – Making it Work for You (Topic No. 55)

TRACK: New Attendees and Special Interest

TIME: 9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):
Anne Henderson
Public Affairs Specialists
(USDA/CSREES)

DESCRIPTION: Watch and learn while Anne Henderson of CSREES guides you through the newly redesigned CSREES web site. Speaker will show you where to find everything you need to do business with CSREES. The web site is a great resource for forms, funding opportunity facts and figures, planning and accountability information, and more. She'll also answer question and field comments and suggestions on how we can improve the site to serve you better.

TARGET AUDIENCE: This session is for new attendees and those

unfamiliar with the web site and CSREES. Managers of formula funds and other funding opportunities are encouraged to attend.

FORMAT: Presentation

TOPIC: Is it Mediation, Negotiation or Getting to Yes? How to Reach Agreement with Colleagues, Contractors and Contentious Individuals (Topic No. 56)

TRACK: Human Resource

TIME: 9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):
Karen Pearson
District Extension Supervisor – West
College of Agricultural and Biological
Sciences
South Dakota State University

DESCRIPTION: Conflicting needs, interest and approaches have the potential to reduce the effectiveness and efficiency of any group or organization. A few simple tips for identifying a conflict before it turns into a major problem and some tools for resolving the differences, in order to maintain relationships and ensure the best possible outcome for the individuals and the organizations involved. Can you identify a ZOPA? Would you like to? Come to this workshop and learn this and much more that can help you negotiate successful contracts, resolve personnel conflicts, and improve productivity and morale in your organization.

TARGET AUDIENCE: This session is appropriate for human resource personnel and managers.

FORMAT: Presentation with interaction.

TOPIC: AREERA Compliance Section 105 and 204 (Topic No. 57)

TRACK: Financial

TIME: 9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):
Brenda Barnett
Budget and Fiscal Specialist
Funds Management Section
(USDA/CSREES/POFMB)

DESCRIPTION: This session will provide updates on compliance requirements as well as a report on how institutions are meeting the multistate extension and integrated requirements per section 105 and 204 of the Agricultural Research, Extension, and Education Reform Act of 1998.

TARGET AUDIENCE: This session is appropriate for administrative staff at the 1862 land-grant institutions in the 50 States who are responsible for the oversight of AREERA section 105 and 204 requirements.

FORMAT: Presentation and discussion.

TOPIC: Motivation Plans for Extramural Program Participation (Topic No. 58)

TRACK: Grants

TIME: 9:30 – 11:00 am, Thursday
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SPEAKER(S):

Diane M. Gilliland
Assistant Director for Research
Administration
Texas Agricultural Experiment Station

Jessie Momen
Director of Finance
West Virginia University

Thomas K. Klein
Assistant Director for Finance and
Planning
University of Minnesota

Tim P. Fawver
Assistant Director
University of Tennessee
Institute of Agriculture, Extension
Services

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

DESCRIPTION: How do you convince faculty to pursue extramural funding? This workshop will explore different approaches that states have implemented in terms of alternative salary plans, salary compression, and other incentives for participation in sponsored programming. Details of these approaches such as what the plan involves the threshold requirements for participation, other requirements, and incentives of the plan for the principal investigator and the level of participation in the plan will be addressed.

TARGET AUDIENCE: This session is appropriate for those interested in stimulating additional interest in participation in sponsored programs within their States. This session is suitable for grants administrators,

finance officers, and university administrators.

FORMAT: Information sharing.

TOPIC: "Coaching" the Human Resource – Part II
(Topic No. 59)

TRACK: Administrative

TIME: 9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):

Alan Baquet
Department Chair, Agricultural
Economics
University of Nebraska

Keith Niemann
Director of Extension Human
Resources
University of Nebraska

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.

This session is a repeat of the one offered in 2005. Participants can elect Part I or Parts I and II. Part II is designed to build on the content delivered in Part I.

TARGET AUDIENCE: This session is appropriate for all conference attendees.

FORMAT: Presentation with interaction.

TOPIC: Reporting the Accounting Picture to College Management
(Topic No. 60)

TRACK: Special Interest

TIME: 9:30 – 11:00 am, Thursday
May 4, 2006

SPEAKER(S):

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

DESCRIPTION: Administrative officers utilize a variety of practices to communicate the fiscal picture to college management. This session will be a round table discussion and sharing best practices techniques of accumulating executive summary type reports for use by college executive management. Participants are encouraged to bring examples of reports utilized to accomplish the reporting task. Fiscal watch reports, monthly financial reviews, budget analysis, reports to state legislative bodies, and annual reports are examples of reports used by many CSREES/State administrative officers throughout the country. Coming prepared to share will make the session your conference favorite.

TARGET AUDIENCE: This session is appropriate for business managers, administrative officers, and college executive managers.

FORMAT: Presentation and discussion with information sharing.
