

## Breakout Session Descriptions

**LEADERSHIP BOOT CAMP** - Join this session to enhance your “Leadership Fitness.” Explore a civilian version of the USMC Leadership Traits and Principles and discuss how to use them in any work environment. Discover the often overlooked aspect of followership and the importance of courageous followers. Investigate the relationship between Core Values and Leadership. Develop strength and motivation to confidently achieve new personal leadership goals!

**WORDPRESS ESSENTIALS** – Ever thought of creating a blog? Or learn more about creating a website? WordPress Essentials explains how to create and publish posts and pages; customize your site with themes, widgets, and custom menus; and extend WordPress even further with plugins. Plus, learn how to get more readers with social media sharing and comments. Feel free to bring your laptop or tablet.

**REACTING TO EMERGENCIES IN THE WORKPLACE** – Learn how to react to and assist in common medical emergencies in the workplace such as seizures, cardiac arrests, syncopal episodes, allergic reactions, and falls. Interactive sessions of hands only CPR followed by a Q&A session.

**EATING THE ELEPHANT: TIPS AND TRICKS FOR PROJECT SUCCESS** - Project Management can be a daunting topic. This session will introduce the process of project management, provide a streamlined process for managing small to medium projects, identify key processes that contribute to project success, and provide tools, tips, and tricks that can help you be successful in managing projects, people, meetings, and time.

**ONENOTE FOR TRAVEL** - OneNote is a free tool that is a great help in pulling together travel info for an individual, an administrative assistant, a team or family. Share with your colleagues, staff, loved ones, etc. Keep track of reward programs and travel preferences and create an all-in-one itinerary. Learn how to easily gather registrations and confirmations in one place and have it quickly accessible from any device, desktop or web browser. It's the digital Filofax of today.

**GUIDE TO ACCESSIBILITY** – Are your offices, meetings, documents, website accessible to people with disabilities? How can you be sure? This session provided by Disability Services at Texas A&M University will provide a guide so you can be sure your information and facilities is inclusive to your constituents with disabilities.

**WORK SMART SALARY NEGOTIATION** - Created for working women, Work Smart is an interactive workshop that teaches you to evaluate, negotiate and articulate your worth confidently in the job market. Our facilitators lead discussions on the gender pay gap and its personal effects, while small group activities and roleplay exercises give you the opportunity to create and perfect your persuasive salary pitches. You learn objective research and benchmarking skills to establish an equitable target salary, whether you are striving for a promotion, asking for a raise or negotiating a new salary.

**REFRAMING OUR WORK: TOOLS TO NAVIGATING COMPLEX ORGANIZATION DYNAMICS** - Have you ever thought, “I just don’t understand where they are coming from”? Or, “I wish I could help my team look at things from different angles”? This highly interactive session will reframe your view of working with others and navigating complex organizations. Join us as we explore how individual viewpoints affect our understanding of leadership, change, and our day to day work.

**PRODUCTIVITY TIPS FOR WINDOWS AND OFFICE** - When it comes to Microsoft products, there's more than one way to skin a cat. If you've been doing tasks the same way for years or ever said "I wish this program would do..." chances are you can learn a few tips, tricks and shortcuts for efficiently accomplishing your work in a fraction of the time. We'll be covering tips for Windows 10 and Microsoft Office 2016 including Word, Excel, PowerPoint and Outlook.

**WE HAVE STEM CLASSES TOO!** We are proud to also offer two courses for TESA's Staff Training for Effective Management Certified Educational Office Professional certification.

*\*The Staff Training for Effective Management (STEM) is a professional development program designed for educational support personnel. The STEM program is sponsored by the Texas Educational Support Staff Association, Inc. (TESA). The program was developed in cooperation with the Texas Education Agency, Texas Association of School Administrators, Texas Elementary Principals and Supervisors Association, Texas Association of Secondary School Principals, Texas Public Community/Junior College Association, University of Texas and other professional educational associations.*

**BASIC COMMUNICATION** - An overview of communication including a survey of the communication process of verbal and non-verbal skills within the professional context.

**STRESS MANAGEMENT** - Reviews causes of stress in daily life and discusses methods for adjusting attitudes and/or environment for a less stressful life.

## Meet our Speakers



**Carl A. Ivey, III** - As an IT Project Manager within the Division of Student Affairs, at Texas A&M University, Carl facilitates the successful completion of more than 80 Information Technology projects each year, supporting more than 18 departments and over 1,000 Student Organizations. Carl is a certified Project Management Professional with a Master's Degree in Management Information Systems and is a 24 year Air Force veteran.



**Debbie McFadden, CEOP, CEOE**, is an Administrative Assistant for Dean of College of Science and Engineering (CSE) at the University of Houston-Clear Lake (UHCL). Debbie has been with UHCL for 23 years and served as president of UHCL Educational Support Association (ESA), was President of Texas Educational Support Staff Association (TESA) in 2014-2015, and currently serving as the South Central Area Director in the National Association of Educational Office Professionals (NAEOP). She travels around Texas as a STEM consultant for TESA and always enjoys meeting the members and encouraging professional development in their careers. Debbie has been married to Gary for 34 years and has two sons who have blessed them with four beautiful and mischievous grandchildren.

Photo coming soon!

**Michael Middleton** currently serves as the EMS Manager at the Texas A&M University Medical Services and Driver Engineer for College Station Fire Department. Michael has twenty-four years' experience in pre-hospital emergency medical services.



**Kristie Orr** is the Director of Disability Services at Texas A&M University and has worked in Disability Services for 19 years. Kristie has her M.Ed. in Counseling, Clinical, and School Psychology from the University of California at Santa Barbara and her Ph.D. in School Psychology from Texas A&M University. Kristie has presented at state and national conferences on issues related to working with students with disabilities. She currently serves as President Elect for the Association on Higher Education and Disability.



**Joe Prather** is a Web and Information Designer at Texas A&M University Division of Marketing & Communications. Prior to working at A&M, Joe worked as a contractor on an array of projects. He worked with Fortune 500 companies, such as D.R. Horton, as well as mid-range companies like Storage Depot. He specializes in web presence and Content Management Systems (CMS). Joe has done in depth work and research concerning website strategy and integration as well as how these strategies can impact a company's overall goals. Whether in front of a room or behind the scenes, Joe Prather brings a wide variety of experience and expertise to Web Development at Texas A&M.



**Dr. Daniel J. Pugh, Sr.** serves as Vice President for Student Affairs at Texas A&M University. Dr. Pugh earned a B.S. in communications and an M.S. in college student personnel from the University of Tennessee at Knoxville. His Ph.D. was awarded from the University of Georgia's Institute of Higher Education. Prior to his arrival at Texas A&M, Dr. Pugh served as the vice provost for student affairs at the University of Arkansas. He also held appointment as associate professor of higher education in the College of Education and Health Professions' Higher Education Leadership Program. Preceding administrative appointments include associate vice chancellor for student affairs and dean of students at the University of Arkansas, and associate vice president and dean of students at Eastern Washington University. Dr. Pugh currently serves on the executive committee for the Council of Student Affairs in the Association of Public and Land Grant Universities (APLU) and has held numerous leadership positions in professional associations such as the National Association for Student Personnel Administrators (NASPA). In 2012, Dr. Pugh was awarded NASPA IV-West's James J. Rhatigan Outstanding Dean Award and in 2008 the NASPA IV-West Outstanding Faculty Member Award. Additionally, Dr. Pugh serves as the Civilian Aide to the Secretary of the Army (Texas - Brazos Valley) and previously served as the Civilian Aide to the Secretary of the Army (Arkansas). He is a member of St. Mary's Catholic Center and a Fourth Degree Knight of Columbus. Dr. Pugh is married to Denice Williams Pugh and they have two sons, Daniel, Jr. and David.



**Dr. Michael Shehane** serves as an Assistant Director within the Career Center at Texas A&M University and manages career services targeted to undecided and/or undeclared students, including topics such as career and major exploration. His primary focus is helping students identify purposeful majors and careers based on informed decision-making and self-reflection. Michael earned a Ph.D. in Educational Human Resource Development from Texas A&M University in 2017 and a M.S.Ed. in Higher Education and Student Affairs from Baylor University in 2009.

**Dr. Melissa Shehane** serves as the Associate Director in the Department of Student Activities at Texas A&M University. Melissa oversees the Leadership and Service Center and Office of Fraternity and Sorority Life. Her primary focus is to develop civically minded leaders. She earned a Ph.D. in Agricultural Leadership, Education, and Communications at Texas A&M University in 2014 and a master's degree in College Student Affairs from The Pennsylvania State University in May 2007.



**Col. Gerald "Jerry" L. Smith '82, USMC (Ret.)** graduated from Texas A&M University with a BA in Political Science and was commissioned as a 2ndLt in the US Marine Corps in 1982. During 30 years of service as an Artillery Officer, he held 6 command tours with 2 combat tours (Iraq 2003 & Afghanistan 2007). Other military assignments included 8 years in higher education: 3 years as the Marine Instructor at Rice and Prairie View A&M; 1 year instructing at the USMC Command & Staff College; and 4 years as the Texas A&M University Professor of Naval Science from 2008-2012. He has 3 Master's Degrees: MA in International Studies – Troy State – 1988; MS in Military Studies – USMC Command & Staff College – 1997; MS in Strategic Studies – National War College – 2005. Since 2012, Col. Smith has been the Director of the Veteran Resource & Support Center at Texas A&M University.



**Dr. Katie Stober** has served as the Associate Director for Graduate Student Services at the Texas A&M Career Center since October 2012. She assists masters and doctoral students in all colleges and majors in their career search and professional development. She has Bachelor's, Master's, and PhD degrees in English, but promises not to judge your grammar. She lives with her family in Bryan and is the proudest member of the Fightin' Texas Aggie Class of 2005.



**Denise Vajdak, MCT**, is an Aggie, class of '92, and has been an Administrative Assistant at the City of Bryan for over 22 years and is currently in the Information Technology department. She has earned the Certified Professional Secretary (CPS) certification and later added the Certified Administrative Professional with the Organizational Management designation (CAP-OM) through the International Association of Administrative Professionals and has re-certified twice. She started earning the Master level Microsoft Office Specialist certification starting with version 2003 and has completed every version through 2013 and is working on completing the 2016 version. This allowed her to accomplish her goal by receiving the Microsoft Certified Trainer certification in September of 2017. She has been active in the IAAP since 2008. She is a single mom of a college freshman young man and 4-legged girl, a Rat Terrier named Dixie. In her spare time she drives for Lyft and Uber in the B/CS area. She enjoys Munzee-a world-wide scavenger hunt game, working in her yard, travelling when she can and is an active member of her church.



**Debbie Wade CEOP, CEOE**, is a speaker, costumed workshop presenter, clown, community volunteer, and 2011 retiree from San Jacinto College District in Pasadena, Texas, after 31 years as an administrative assistant. She is a charter member and past president of the San Jacinto College AEOP, past president of TESA, a member of NAEOP, a presenter for many state and national conferences, and the recipient of the 2004 Olive T. Ritchie National Educational Office Professional of the Year Award. Debbie has been a consultant for TESA's STEM program for more than 20 years. She also has quite a collection of outrageously silly costumes she wears while teaching "professional development" sessions . . . always fun and with a theme but also always with plenty of learning going on!! Retirement hasn't slowed Debbie down – just changed her directions. She is a busy substitute teacher in La Porte ISD; she is the Grants Committee Chairman for the La Porte Education Foundation; she reads in silly costumes to elementary school children (her favorite thing to do); she sells handmade craft items; and she keeps her Little Free Library stocked full of books! Debbie and her high school sweetheart, Jeff, will celebrate their 38th anniversary in July and they are the proud parents of Craig (30) and Jennifer (27).



**Heather Wheeler** is currently the Program Coordinator for the Women's Resource Center at Texas A&M University. She has spent the past 15 years advocating for the rights of women through various roles at the Sexual Assault Resource Center, Child Protective Services, and the Women's Resource Center. While at the Women's Resource Center, Heather has worked to expand the leadership opportunities for women at Texas A&M University. During her tenure, Heather has added programs such as Start Smart Salary Negotiation Workshops for students which teach them how to successfully negotiate their salary when starting their careers; "Elect Her: Campus Women Win," a one day conference designed to encourage and train women to run for political office; and the Breastfeeding Welcomed Here Campaign which is designed to connect new student mothers with lactation rooms on campus to help them reintegrate into their academic coursework.