

## HR CONFERENCE BROCHURE

The Human Resources and Social Equity employees of Clarion University and Slippery Rock University are pleased to be hosting you for the 2018 State System Conference. The combined staffs have worked hard over the past few months to build a conference with helpful and insightful sessions, opportunities for participants to interact with vendors and sponsors and unique experiences for participants to interact and relax in a social setting.

A special thank you goes to our sponsors. The events they have provided generous financial support for are noted in the program. Please take the time to visit the vendor tables located in the Smith Ballroom and to thank the sponsors and vendors for their support.

Throughout the conference, if you have any questions, please reach out to any member of the Clarion and Slippery Rock staffs, we would be glad to help.

**Tuesday, June 5, 2018**

**11:30 – 12:45**

***Buffet Lunch Sponsored by***

Smith Center Ballroom



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**12:45p.m. – 2:00 p.m.**

***Building Bridges: Internationalizing a Campus Community***

**Room -----**

Presenters: Jenny Kawata & Noora Alie; Slippery Rock University Global Engagement Office

International students bring a diverse perspective to many rural college campuses. Through discussion and small group activities, we will examine best practices for bridging the gap between international students and the campus community. Participants will explore their own culture and that of others through self-reflection and guided inquiry with inclusive programming and cross-cultural communication as our focal points. A more culturally competent campus community will enhance our institution's overall commitment to diversity and internationalization as a whole.

***2018 Immigration Update***

**Room -----**

Presenter: Maria Elias, Goldblum & Pollins

During this presentation, attendees will learn the main executive, legislative and regulatory changes impacting immigration in higher education; discuss crucial considerations to prepare and manage your foreign-national workforce; and prepare for increased immigration-related worksite compliance visits from government agencies.

***EVERFI Online Training and Assessment Solution: How to Strengthen Institutional Compliance and Prevention Strategic Initiatives***

**Room -----**

Presenter: Jennifer Davidson, EverFi

The Everfi contract with the State System includes various modules for use by campuses. In this session, a representative will provide an overview of these modules.

**2:00p.m. – 2:15 p.m.**

**Smith Center Ballroom**

***Break Sponsored by***



**2:15p.m. – 3:30 p.m.**

***LGBTQ Basics***

**Room -----**

Presenters: Jodi Solito & Patrick Beswick; Slippery Rock University President's Commission on LGBTQ

This program is an introduction to sexual orientation and gender identity that comprise the acronym LGBTQ. For many students, college is a time to explore one's values, beliefs, and identities. Identifying as LGBTQ may be a realization for some students. To ensure an inclusive and respectful environment, it is important for all members of the campus community to learn about LGBTQ.

***Best Practices in Hiring - Using Systems to Support Strong Search Efforts***

**Room -----**

Presenter: Greg Slater; PeopleAdmin

A representative from People Admin will provide participants with assorted ways to better use an on-line applicant system to enhance recruiting efforts and reporting options. The focus will be on best practices in advertising, use of social media, recruitment and selection.

***Highmark Enhancements for You***

**Room -----**

Presenter: Brenda Mundell; Director of System Benefits

In this session, participants will learn about various enhancements to improve health and wellness efforts through the Highmark health care coverage.

3:30 p.m. Travel to Host Hotels to Check – In

**5:00 p.m. – 7:00 p.m.**

**Wendell August Forge History Center**

### ***Sponsored by Clarion and Slippery Rock Universities***

Join your colleagues for a relaxing and information evening at the Wendell August Forge History Center. Heavy hors d'oeuvres, beer, wine, water and soft drinks will be served throughout the event. Tour the Wendell August Forge where artisan will be working and enjoy the Wendell August gift shop.

**7:00 p.m.**

On your own.

**Wednesday, June 6, 2018**

**8:00 a.m. – 9:30 a.m.**

***Morning Coffee, Juice & Danish Sponsored by***

**Smith Center Ballroom**



**9:00 a.m. – 10:30 a.m.**

**Smith Center Theatre**

### ***Employee Drama or Serious Complaint? Understanding When and How to Conduct Internal Investigations***

In this informative conference session with internationally recognized speaker, author, and HR consultant Natalie Ivey, you will learn how to properly identify employee relations' issues. Ms. Ivey will share her strategies regarding how to evaluate department concerns vs. serious complaints that require opening an internal investigation. Ms. Ivey will also provide valuable tips, techniques, and basic strategies in how to handle the complaint intake process and prepare to conduct an internal investigation. She will also provide great insight into current trends in case management and documentation.

*Keynote Speaker Sponsored by*

**PeopleAdmin**



**Natalie Ivey**

**President & CEO Results Performance Consulting**

10:30 a.m. – 10:45 a.m.

Smith Center Ballroom

***Break Sponsored by***



10:45 a.m. – 12:00 Noon

Smith Center Theatre

***Roundtable Discussion with Keynote***

Group members at each table will be asked to talk about issues they are facing in managing employee relations. Led by the Keynote speaker they will be asked to focus on generating solutions to those issues.

**12:00 Noon – 1:15 p.m.**

**Smith Center Ballroom**

***Lunch Sponsored by***



**1:15 p.m. – 2:30 p.m.**

***Acceptance vs. Rejection***

**Room -----**

Presenters: Christine Pease-Hernandez; Assistant Professor of Communications (SRU)  
Corinne Gibson; Director of Inclusive Excellence (SRU)

Leo Buscaglia once said, "It is our similarities that bring us together and our differences that keep us together." If we were all alike there would be limited excitement in our lives. While interacting with people who hold different values, beliefs, and cultural practices can be challenging, it can also bring us life enrichment. In this workshop, participants will be presented with vignettes that center on issues of difference in the workplace. Participants along with workshop leaders will practice communicative behaviors that help navigate through potentially challenging interpersonal interactions.

***I Wish I Had Kept a Record of That***

**Room -----**

Panel Discussion Members:

Craig Brooks, Esq. Houston Harbaugh  
Matthew Lautman, Esq. Houston Harbaugh  
Suzanne Williamson, Esq. State System Legal Counsel  
Mike Ferguson, Esq. State System Legal Counsel

Tim Fogarty, Moderator

Have you ever been in the situation in which you recall that long before the issue became an issue you had a discussion with an employee about the issue? Sometime later, you do not remember the specifics; and it now would be helpful to have the specifics in terms of issue, date and what the person did or did not want you to do? This session will address how Human Resource and Social Equity staff should maintain records and notes on conversations that, at the time, may not appear to be significant but later become part of a grievance arbitration or legal proceeding. Panelists will discuss the best way to maintain those notes/records, who they should make aware of the conversation and how long they should maintain the notes/records.

**Tips and Guidelines for Being Preparing to Respond to Crisis Situations****Room -----**

Presenter: Dr. Elizabeth Lee Fogarty; Fourth River Associates

A clinician representing the SEAP program will conduct a training focused on providing tools and strategies to assist managers and HR partners to be prepared to effectively respond to critical and disruptive events that could impact the workplace. The Presentation objectives will include:

**2:30 p.m. – 2:45 p.m.****Smith Center Ballroom*****Break Sponsored by*****2:45 p.m. – 4:00 p.m.*****Micro aggressions*****Room -----**

Presenter: Alex Ciorra; Graduate Assistant Career Education and Development (SRU)

Personality, culture, and with some people, even their occupation can all be part of an individual's identity. Imagine if someone insulted your work, or your church, your culture or your personality. Actually, we all do it probably more often than we think but we do not realize it and most people never call us out. Micro aggressions are small, often unintentional slights that seem harmless enough when we say them or do them, but can be hurtful or even hostile if they attack part of a person's unique identity. "Oh, that's just being overly sensitive! Suck it up, buttercup!" Actually, if you attend this program, you will likely think otherwise by the end. This is the result of a small, eye-opening exploration conducted by the SRU Career Education staff during 2016-17.

### ***Do's & Don'ts of Conducting Investigations***

**Room -----**

Panel Members:

Christopher Jones, Special Investigator State System Legal Office

Joseph Miller, University Legal Counsel, State System Legal Office

Brian Mbuu, Employee and Labor Relations Manager, System Labor Relations Office

Bretni Lentz, Employee and Labor Relations Manager, System Labor Relations Office

Holly McCoy, Assistant Vice President Diversity and Equal Opportunity Office (SRU)

Representatives of the State System Office of General Counsel, Office of Employee and Labor Relations and Slippery Rock Social Equity will present information on what investigators should and should not do in preparation for and in conducting investigations.

### ***Classification Creep - What Is It and How to Address it***

**Room -----**

Presenters: Kim Dierwechter, Human Resources Manager State System Office

What is Classification Creep, how does it occur and how can practitioners better deal with the issue and try to prevent it. This session will focus on how employees frequently point to other individuals' positions and classifications and try to make the case for their own classification change based on what they view others are doing. As time permits, other current classification issues may be discussed.

4:00 p.m.          Travel to Host Hotels

### **5:00 p.m. – 7:00 p.m.**

Shuttle Service available from hotel to the Cannery in Slippery Rock – please see a member of the Clarion or Slippery Rock staff if you want to use the shuttle service

### **The Cannery in Slippery Rock –**

### ***Sponsored by Highmark***

The Cannery in Slippery Rock is a unique experience to allow participants to relax, enjoy dinner, and sample the fine beers made by North Country Brewing of Slippery Rock. Attendees not only can sample the local brews they also can have a tour of the brewing area itself. Also on site is an interesting joint venture in aquaponics between North Country Brewing and Slippery Rock University.

### **7:00 p.m.**

On your own.

Thursday, June 7, 2018

**9:00 a.m. – 11:30 a.m.**

**Functional Area Meetings**

Human Resources Directors	Hampton Inn Room
Social Equity Directors	Hampton Inn Room
Payroll Group	Holiday Inn Express Room
Benefits Group	Holiday Inn Express Room
Classification Group	Holiday inn Express Room

***Boxed Lunches - Sponsored by***



**Boxed lunches will be available in the Hampton Inn lobby beginning at 11:00 a.m.**

We thank all of you for attending this year's conference and hope you had a good time interacting, sharing and learning with your colleagues. This year's theme was more than a theme; the staffs planning this conference felt "It Starts With Us" truly captured our special roles at the university/system that we serve.

A final special thanks to our wonderful sponsors and vendors; it could not have happened without you.

Finally, Lynne and Tim want to sincerely applaud and thank the efforts of our staffs in making the conference a success.

***Stephanie Bell, Tina Finch, Ann Hargenrader, Marcia Kotek, Pam Miller, Holly McCoy, Amanda Nichols, Mark O'Connor, Susan Patton, Margie Riddell, Erin Strain, Amy Salsgiver, Heather Viglione, Shelly Williams and Shannon Young***



#### VENDOR EXHIBIT AREA

Please be sure to visit the various vendors who have taken the time to meet with participants to share information regarding their products and services.

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