

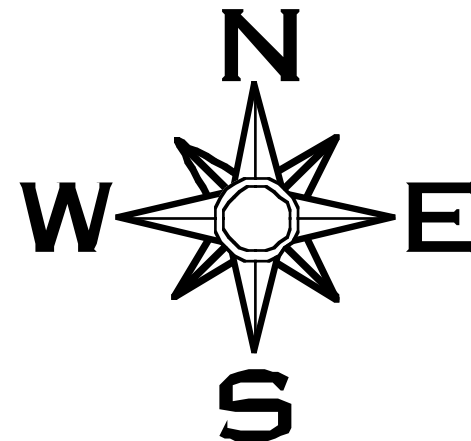


Staff Orientation Program

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October 30 - 31, 2000

The Penn Stater Conference

Center Hotel

University Park

Monday, October 30, 2000

- 8:30 a.m. *Welcome and Introduction***
William B. Devlin, Director, Human Resource Services
- 8:35 a.m. *College History, Mission, and Organizational Structure***
Robert D. Steele, Dean
- 9:15 a.m. *Orientation to Outreach and Cooperative Extension***
Diane Brown, Associate Director, Cooperative Extension and Outreach
Moderator: Ermyrn King
- 9:40 a.m. *Orientation to Academic Units***
Richard M. Kipp, Associate Director, Information and Communication Technologies
Moderator: Allen Brady
- 10:00 a.m. *Break***
- 10:20 a.m. *Orientation to Service and Support Units—Panel Discussion***
Moderator: Mary Jo Langston
- Overview***
Lawrence J. Pruss, Director of Finance/Operations and Panel Chair
- Information and Communication Technologies***
Richard M. Kipp, Associate Director, Information and Communication Technologies
Tom Weber, Senior Support and Training Analyst
- Farm Operations***
Glen R. Cauffman, Manager, Farm Operations
- Analytical Services Laboratory***
Ann Wolf, Director, Soil Testing Lab
- 11:15 a.m. *College Events***
Richard M. Kipp, Associate Director, Information and Communication Technologies
- 11:45 a.m. *Lunch at the Penn Stater***
- 1:15 p.m. *Bus Tour of College Facilities***
- 3:30 p.m. *Ice Cream Social with the Dean***

- 4:35 p.m. *Wrap-Up***
Jeanne L. Price, Assistant to Director, Human Resource Services
- 4:50 p.m. *Adjourn --- Return to The Penn Stater***

Tuesday, October 31, 2000

- 8:30 a.m. *Welcome and Introduction***
William B. Devlin, Director, Human Resource Services
- 8:35 a.m. *Overview of Human Resource Services***
William B. Devlin, Director, Human Resource Services
Moderator for Human Resources' Staff: Beth McLaughlin
- 9:00 a.m. *Staff Categories and Overtime***
M. Kim Evancho, Manager, Human Resource Services
- 9:20 a.m. *University Bidding Procedures***
Kate Ricker, Employment Specialist, Human Resource Services
- 9:40 a.m. *SPEC, Action Plans and SRDP***
Jeanne L. Price, Assistant to Director, Human Resource Services
- 10:00 a.m. *Break***
- 10:20 a.m. *Human Resource Services -- Panel Discussion***
William B. Devlin, Jeanne L. Price, M. Kim Evancho and Kate Ricker
- 11:15 a.m. *Human Resource Development Center Opportunities***
Pam Farmer, Human Resource Development Center Associate
Moderator: Amy Maney
- 11:30 a.m. *Staff Advisory Committee to the Dean***
Cindy Kunes, Chair, Staff Advisory Committee to the Dean
Moderator: Laura Vaillancourt
- 11:45 a.m. *Evaluations and Wrap-Up***
William B. Devlin, Director, Human Resource Services
- 12:00 noon *Adjourn***