

2018 DCP Staff Retreat
Opportunities to Plan, Build and Grow

August 1, 2018
8:30am – 4:15pm
Rinker Hall Room 140

9:00 – 9:50 am

The Dos and Don'ts of Social Media

Moderator: Sheryl McIntosh

Social media can enhance your department's reputation and create opportunities for networking with donors, alumni and current students. It can be used to boast about student and faculty work and accomplishments and to announce upcoming events. While there are some common challenges and pitfalls, learning the best way to approach them can help minimize any problems.

Today it seems everyone has a web page. Artists, businesses and government offices to name a few. What are best practices for content on the web? How can we help visitors to our website find what they need? How can you avoid being hacked and what happens if you are? Being aware of what you can do to be proactive and reactive is a must.

Below are the invited panel guests:

Joey Mazzaferro, PR Specialist II, DCP

Jeff Stevens, Assistant Web Manager, UF Health

Sara Tanner, Director of Marketing & Communications, Division of Student Affairs

10:05 – 10:55 am

Make Sure Your Plastic Is In Place And Your Suitcase In Order!

Moderator: Keila Silva

All PCard charges and Travel related expenses must have a business purpose that benefits the University of Florida and supports your department's mission. In this session, we are going to give you the best practices for Travel and PCards, to ensure you are following University and State Policy.

Below are the invited panel guests:

John Edmands, Accountant III, PCard

Brett Wallen, Accounting Manager, Travel

Randy Staples, Associate Controller, Travel

Marianne Preisler, eProcurement Coordinator

11:10 am – 12:00pm

Grant Gladiators to Funding Fighters!

Moderator: Shelby Cruger

All proposals must have institutional review and appropriate approvals using UFIRST. This session will provide an overview of understanding the roles and responsibilities of the different individuals in the proposal submission, budget fundamentals, components of a Funding Opportunity Announcement and best practices for grant management.

1:15 – 2:05 pm

Help with Recruiting

Moderator: Michelle Matckie

With over a decade of recruitment experience with UF, John will share his experience with best practices for today's hiring needs to help ensure our hiring practices are more efficient and correct.

Below is the invited panel guest:

John Sun, Assistant Director for Recruitment and Staffing at University of Florida

2:30 – 4:00 pm

Professionalism: A Code of Ethics?

Moderator: Sallie Schattner

The term "professionalism and ethics" is commonly used to describe guidelines for acceptable behavior but does it start before attending college or entering the workplace? In this session we will discuss organizational and moral obligations; ethics for both business and personally and identify the differences between professionalism and ethics.

Below are the invited panel guests:

Ron Anderson, University Ombudsman

Maureen De Armond, Assistant Vice President, UF Human Resources

Amanda Campbell, Assistant Director, Student Conduct and Conflict Resolution, UF Division of Student Affairs