

# University of Maine

*Building Bridges within the Community*



## 2008 Classified Employee Development Day's Toolbox for Success

March 4, 2008  
8:00 a.m. to 4:00 p.m.

U.P. Corbett Business Building

Sponsored by Vice President of Administration & Finance, Janet Waldron  
and Supported by the University of Maine Administration

**The Classified Employee Advisory Council (CEAC)  
Invites you to attend**

**Professional Development Day's  
Toolbox for Success  
March 4th, 2008.**

**Activities will be held in Donald P. Corbett Business (DPC) Building**

**8:00—8:30— Registration** with light refreshments

Pre-registration is requested given some workshops have limited space and will be offered on a first come, first serve basis. We will gladly take walk-in registrations but some workshop availability is limited

**8:30—Opening Remarks in 100 DPC**

**12:00—1:00 - Lunch at the MarketPlace**

*Each Participant will be given a name badge, this provides you with your pass for lunch at the MarketPlace.*

**Throughout the Day**

We will be offering a morning and afternoon Campus Tour (space is limited — be sure to make your reservation today)

The University Credit Union will be offering Free Credit Reports from 9:00—1:00 (please indicated on the back of the registration form if you would like a free report)

Free **Blood Pressure Checks** will be offered by Cutler Health Ctr. Staff from 8:00 a.m.—10:00 a.m. & 1:00 p.m. — 3:00 p.m.

**For folks registering for the PeopleSoft Financial Q & A:** In order to allow the staff at Budget and Business Services to prepare— please submit your financial questions with your registration no later than **February 29th**. All submitted questions will be answered as time allows

Door Prizes, 50/50 Raffle

8:00 - 8:30	<b>Registration with light refreshments - DPC Atrium</b>					
8:30	<b>Welcome - Robert White, Associate Provost &amp; Dean of Division of Lifelong Learning Steve Weinberger, Vice President for Human Resources</b>					
	<b>Healthy U</b>		<b>What's In It For Me</b>		<b>Computer Skills</b>	<b>PeopleSoft</b>
9:05	Matthew McNutt - Maine's contestant from The Biggest Loser television show - Rm 100 9:05 - 10:00		Financial Planning with AIG - Jane Brann Rm 107 9:05 - 10:30 ↓	Financial Planning with Bradley & Johndro - Craig Grover in Rm 109 9:05 - 10:00	Tips and Tricks to Database Mailings, Printing & Mailing Services - Kim Sawtelle & Jill Cram - Printing Services - Rm 111	PeopleSoft Financials - Q & A - please submit questions with registration Budget & Business Services Staff in Rm 115 9:05 - 10:00
10:05	a Limited Budget - Dr. Katherine Musgrave, Emerita Professor of Nutrition - Rm 100 10:05 - 11:00			Team Building w/Carl Crawford, Old Town Orono YMCA Rm 217 9:05 - 12:00	FirstClass Basics - Colleen Willett, FirstClass Administrator - Rm 111	PeopleSoft Purchasing - Overview & Q & A - Purchasing Staff Rm 115 10:05 - 11:00
11:05	MaineBound Tour and Demonstration - Jeff Hunt, Director, Rec Center - meet in Atrium @ 11:05		Financial Planning with Bradley & Johndro 10:30 - 11:00 - Rm 109		Access Database Training - Michelle Lodgek, Cooperative Extension - Rm 111 11:05 - 12:00	PeopleSoft Academics - Douglas Meswarb, Office of Student Records Rm 115 11:05 - 12:00
11:30	CPR Training -Space Limited to 12. Registrations are on a first come first serve basis- lunch will be at 11:30 - training from 12:00 - 3:00 in rm 105					
12:00	<b>Lunch @ MarketPlace 12:00 - 1:00</b>					
1:05	Matthew McNutt, Maine's Contestant from The Biggest Loser television show - Rm 100		Violence in the Workplace & Techniques for Self Defense - Sgt. Deborah Mitchell, UMaine Public Safety Rm 217 1:05 - 3:00	UMaine's Continuing Education Opportunities - Barbara Howard, Director - BUS Program in Rm 109	Excel Spreadsheet Basics - Eric Chapman, College Success Program in Rm 111 - 1:05 - 2:00	PeopleSoft Academics - Douglas Meswarb, Office of Student Records Rm 115 1:05 - 2:00
2:05	Erin Whitehouse - UMaine's Healthy U Manager -- come find out about new & exciting programs - Rm 100 2:05 - 3:00			Time Management for Work & Personal Life - Sarah Henry, College Success Program - in RM 107 - 2:05 - 3:00	FirstClass Intermediate & Advanced, Colleen Willett - FirstClass Administrator in Rm 111 - 2:05 - 3:00	PeopleSoft Human Resources - Kevin Foss, Office of Human Resources Rm 115 2:05 - 3:00
3:05	Matthew McNutt in 100 Donald P. Corbett Hall					
Campus Tours	Morning Tour includes: Sawyer Environmental Lab, Page Farm & Home Museum, Rogers Farm & Aquaculture Research Ctr. (meet in the Atrium of DPC @ 9:05)			Afternoon Tour includes: MaineBound Recreation Center, Aquaculture Research Ctr. & Page Farm & Home Museum (meet in the Atrium of DPC at 1:05)		

**Please check the box next to the workshop you wish to attend during each time slot, fill out the back side of this registration & return to Caitlin Hinkley, c/o CEAC Development Day, Corbett Hall, Rm 140 Campus**

For those attending the PeopleSoft Financial Q & A -- Please indicate your question in the space below.

---



---

**Please Complete and Return**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
E-mail Address

Please check below if you would like to attend any  
of the following:

Free Credit Report sponsored by University of  
Maine Credit Union (9:00 a.m.—1:00 p.m.)

Blood Pressure Check

Yoga (9:00—10:00; 1:00—2:00 & 2:00—3:00)  
With Yoga Instructor, Scott Sinay

**Please return to:**

**Caitlin Hinkley,  
c/o CEAC Development Day  
Corbett Hall, Rm 140  
Campus**