



2016 TOAL Annual Meeting & Exposition

Preliminary Program Schedule

Sunday, September 25

Time	Session
12:00 pm . 3:00 pm	Past President & Board of Directors Meeting (Invitation Only)
3:00 pm . 6:00 pm	Registration
5:00 pm . 6:00 pm	New Attendee/Volunteer Orientation
6:00 pm . 9:00 pm	Welcome Reception

Monday, September 26

Time	Session	Presentation Summary	Speaker
7:30 am . 12:00 pm	Registration		
8:30 am . 10:00 am	Opening General Session & Keynote Presentation: <i>How to Deal with Unwelcome Change</i>	Robb's Keynote Presentation is all about the pro-active pursuit of creating change in spite of your circumstances and/or odds. Robb teaches a memorable code for making things happen rather than waiting for something you don't want to happen to happen to you. Whether in your Business life or your Private life, the right relationship with risk is often overlooked as it pertains to Leadership and Personal Development. Because in both Corporate matters and Personal ones, someone is always going to get the thing that you want, and it could just as easily be you. With abundant humor and razor-sharp insight, Robb tackles the core issues of human restraint as he reframes your perspective, helping you realize how likely it is that the only chance you will ever regret is the one you don't take.	TOAL Board of Directors & Robb Overholt
10:00 am . 10:15 am	Break		

10:15 am . 11:30 am	MindXChange	Be sure to bring your challenging topic to share with your colleagues!	Mary Williams, Texas A&M Engineering Experiment Station Patty Winkler, Texas A&M University
11:30 am . 1:00 pm	Lunch & NAEP/E&I Updates	NAEP updates on Association and E&I updates on Cooperative	NAEP Board Rep & E&I Board Rep
1:00 pm . 5:00 pm	Vendor Exhibit Grand Opening	Walk through our exposition and network with all of our suppliers	
7:00 pm . 10:00 pm	Team Building Event: <i>Trivia Night</i>		

Tuesday, September 27

Time	Session	Presentation Summary	Speaker
9:00 am . 10:15 am	<i>Process Improvement in Higher Education</i>	The journey of creating a process improvement mentality to Higher education. Learn the highs, lows and comedic errors involved in introducing a new way of thinking to the wa always done it this way+environment.	Bryan Glenn, West Texas A&M University
	<i>Missing the Obvious</i>	We re all pretty good at our jobs. We re smart, experienced, analytical, and objective. We re very very busy, but we re learned how to multi-task. Not much slips by us, and our decisions are usually fair and impartial, right? Well, think again! It s surprising how the brain works. In this session, Tom will share some of the ways our mind plays tricks on us, how we can prevent that from happening, and perform at a higher level.	Tom Fitzgerald, E&I
10:15 am . 10:30 am	Break		
10:30 am . 11:45 am	<i>Contract Management: Tips for Improving Your Contract Management Process</i>	An effective contract management process is critical to successfully manage contracts and reduce risk for your institution. In this session you will gain information on best practices relating to contract management from the development of the contract to the close-out process. Jennifer will also demonstrate ways to increase automation of the contract management process.	Jennifer Adling & Lesley Nall Washington, Texas Tech University

	<i>The Ten Commandments of Ethical Government Purchasing</i>	Review of the similarities of ethical values instructed at home, as compared to those same values practiced in the workplace and or the professional world. The class will be presented with everyday challenges and obstacles a procurement professional may face, and call in into sight the natural process. The attendee will leave with an enlighten sense of the natural process of being ethical.	David Young, University of Central Oklahoma
11:45 am . 1:00 pm	Lunch & Team Activity	You'll have fun, be able to show off your knowledge and possibly learn something answering Jeopardy-style questions in purchasing categories.	Darla Stewart, University of Texas . Austin
1:00 pm . 2:15 pm	General Session: <i>Planning for Success in the Multigenerational Workplace Part 1 Meet Your Colleagues</i>	Today's workplace can be an exciting, though not always harmonious, mixture of four generational cohorts; older Traditionals, mature Boomers, mid-career Xers and our youngest workers from Generation NeXt. Successfully navigating, managing and leading, especially with changing generational dynamics we see today, issues with worker availability and readiness, and the need for knowledge transfer, requires being able to understand, communicate with and lead everyone, from each generational group. Understanding typical generational values, traits, preferences and styles can improve recruitment, worker effectiveness and workplace harmony, as well as employee satisfaction and retention. These programs will address the generational issues and dynamics in the workplace with specific, immediately applicable suggestions for being an effective leader and developing the most productive, positive and effective work setting for all workers.	Mark Taylor, M.S.W., Ed.D.
2:15 pm . 2:30 pm	Break		
2:30 pm . 3:45 pm	<i>Ethics in Public Procurement</i>	This presentation will outline Ethics in Public Procurement and will focus on the specific ways that Texas A&M University-Commerce avoids possible ethical dilemmas. In addition, this presentation will outline Ethics in general and will give scenarios of possible violation of ethics policies. We will also focus on and discuss the ethics policy of Texas A&M System and other institutions in the region.	Travis Ball, Texas A&M University - Commerce
	<i>Microsoft OneNote: Getting Your Meeting and Project Notes in Order</i>	Keep it all in one place using Microsoft OneNote: Meeting notes, project information, thoughts, and to-dos. Access it from anywhere you've got an Internet connection.	Catherine Stevens, Texas State University

		OneNote is a robust and agile note taking and organizational tool. Create and store notes digitally on your tablet while in a meeting, then access them from your desktop when you are back at the office. Create checklists, attach files, apply flags, and search your notebooks quickly and easily. Share notes with others in your organization, allowing them to view or edit your files. OneNote helps get your meeting and project notes in order!	
3:45 pm . 5:00 pm	<i>Benefits of Outsourcing</i>	Outsourcing! The word that is often dreaded throughout your University or School District. In this session, you will learn how Texas State University outsourced custodial services without a reduction in force of in-house staff and the benefits of this endeavor. You will also learn what steps were taken to build a successful and effective partnership between Southeast Service Corporation (SSC) and Texas State.	Edit Harvey & Jennifer Mitchell, Texas State University
	<i>Time Management</i>	Certainly, the topic of time management is no longer new news. There must be hundreds of books, CDs, podcasts, and classes covering the subject. Still, the management of our time is arguably the most important skill for any of us at any age to develop and perfect. A vital point, however, is that time management also MUST include periods of rest and repair. Join Burr Millsap in this interactive session to understand how the management of one's time truly is the master key to a happier life.	Burr Millsap, University of Oklahoma
7:00 pm . 10:00 pm	Host Committee Event		

Wednesday, September 28

Time	Session	Presentation Summary	Speaker
9:00 am . 11:00 am	Closing Keynote Presentation: <i>Planning for Success in the Multigenerational Workplace Part 2 Generation NeXt Goes to Work</i>	Today's young workers from Generation NeXt are entering the workforce with characteristics and expectations that present unique challenges to those responsible for recruiting, orienting and initiating them into the professional world, as well as those supervising and retaining them once they get there. This program will describe the issues of Generation NeXt in entering the professional workforce with suggestions for getting the best from our next generation of workers.	Mark Taylor, M.S.W., Ed.D.
11:00 am . 11:30 am	Closing General Session &	Closing Remarks & Prize Drawings	TOAL Board