

**THE STATE UNIVERSITY OF NEW YORK AT FREDONIA
SECRETARIAL/CLERICAL PROFESSIONAL
DEVELOPMENT GROUP**

2016 FALL CONFERENCE AGENDA

Friday, October 14, 2016

30th Anniversary!

- 8:30 a.m. to 9:00 a.m.** Registration and Refreshments – assorted fruit, bagels, danish, small scones, small muffins, coffee, water, and juice
- 9:00 a.m. to 10:30 a.m.** Keynote Speaker: Deborah Legge, Ph.D.
“Dealing with Difficult People and Difficult Situations in Higher Ed”
- Deborah Legge, PhD CRC LMHC is a Licensed Mental Health Counselor in private practice for 23 years, where she helps clients tap into their inner strength and personal power to make the changes needed to feel better and live more fulfilling lives. She has held a variety of posts in higher ed and is a retired Associate Professor. In addition to her private practice, Dr. Legge is also the founder of Influential Therapist, where she provides consultation for business owners, educators, and mental health professionals. She is internationally known, and has been featured in her profession, as The Private Practice Mentor.
- 10:30 a.m. to 10:45 a.m.** Break
- 10:45 a.m. to 11:45 a.m.** 30th Anniversary Fun (prizes to be awarded)
- 11:45 a.m. to 12:15 p.m.** Color Your Way to Better Health
Sue Murphy, EAP Coordinator
- 12:15 p.m. to 1:15 p.m.** Lunch – broccoli cheese soup, mixed green salad, seasonal grilled vegetables, chicken stir fry with rice, lasagna swirls, brownies and congo bars, coffee, water, soda
- 1:15 p.m. to 1:45 p.m.** Presentation of Barbara Saletta Meritorius Service Award and Poummit Secretarial Award in Memory of Janet Marks
Betty Gossett, Interim Vice President for University Advancement
- 1:45 p.m. to 3:45 p.m.** See Afternoon Sessions Below
- 3:45 p.m.** Door Prizes (must be present to win)

AFTERNOON SESSIONS

These sessions will run from 1:45 p.m. to 2:45 p.m. and again from 2:45 p.m. to 3:45 p.m. You must select two (2) options the day of the conference. Some sessions will have limited seating so please be sure to sign up after registering for the day.

**Nature Walk with Terry Mosher, Emeritus Faculty from English Department
Weather permitting.**

**Tai Chi with Sandra Lewis, Professional Development Center
A gentle way to fight stress.**

**Coloring with Sue Murphy, EAP Coordinator
Supplies will be provided.**

**Crafting with Annette Caruso, Secretary I – Politics and International Affairs
Below is a sample picture of Annette's craft for reference; other themes (holidays, seasons, etc.) will be represented. We will provide all materials needed for this.**

**Play the Ukulele with Jill Reese, Assistant Professor – School of Music
Everyone participating in this will be provided with a ukulele to use for this session.**

