

CSU Facilities Management Institute 2007 Training Program

EFFECTIVE MANAGEMENT OF PEOPLE – THE HUMAN RESOURCES/PHYSICAL PLANT MANAGEMENT PARTNERSHIP

(Closed Session)

Wednesday, March 7, 2007

8:30 a.m. to 4:00 p.m.

Executive Meeting Center

Hilton Long Beach



Presented By

CSU Facilities Management Institute
Capital Planning, Design and
Construction
CSU Office of the Chancellor

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California State University
Office of the Chancellor
Capital Planning, Design & Construction
401 Golden Shore, Suite 237
Long Beach, CA 90802-4210



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Executive Meeting Center | Commerce Room
Hilton Long Beach

This session is intended for campus physical plant directors and human resource directors. It was nearly two years ago that these two groups came together to address concerns of mutual interest; this training emerges from the success of that meeting with the objective of developing ongoing opportunities for professional growth in human resource management.

This workshop will open with remarks by Executive Vice Chancellor Richard West on institutional challenges facing the CSU. Presentations designed to enhance the participants' knowledge and understanding of current and emerging issues in human resources and physical plant management will follow. Best practices and lessons learned on issues of common interest among the campuses will be shared.

Moderated panel discussions will provide for collaborative consideration of timely and critical topics including but not limited to: motivating, rewarding, and disciplining staff; in-range progression; succession planning; solving problems before they get to the formal discipline stage; documentation needed to sustain discipline; ADA; attendance; call back; contracting out; and information coordination.

Identifying next steps to continue the dialogue between these director groups will conclude the day.

PRESENTED BY

Business and Finance, Office of the Chancellor

- Richard P. West, *Executive Vice Chancellor, CFO*

Systemwide Human Resources, Office of the Chancellor

- Gail Brooks, *Associate Vice Chancellor*
- Maria Santos, *Senior Director*

Capital Planning, Design and Construction, Office of the Chancellor

- Len Pettis, *Chief, Plant, Energy, and Utilities*

Panelists: Human Resources Directors and Physical Plant Directors

Registration

Register online at: www.calstate.edu/CPDC/Trg2007.shtml. The registration deadline is Friday, February 23, 2007. The fee for this program is \$100, and payment must be made before the event. No payment will be accepted the day of training. If paying by check, please make checks payable to the **CSU Facilities Management Institute** and mail directly to:

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Cancellation Policy – IMPORTANT

If you must cancel, you may do so online by returning to your individual registration transaction. A cancellation fee of \$20 will be assessed for cancellations for any reason. Cancellations less than **five calendar days** prior to the training will be assessed the entire registration fee. No-shows are not entitled to a refund or credit toward another training session.

If you are unable to cancel within the specified time, please feel free to send a substitute in your place. You may enter the name of your substitute to your registration online.

Hotel Information

A block of rooms have been reserved at the Hilton Long Beach for March 6 and 7 under the name CSU Chancellor's Office.

Additional Information

Continental breakfast and lunch will be provided.

Self parking is available at the hotel for no additional charge.

Please contact Ms. Nancy Freeland-Paice at (562) 951-4087 or npaice@calstate.edu if you have any questions.

The CSU Facilities Management Institute (FMI) is the CSU's administrative framework for its planning, design and construction training program. The Office of Capital Planning, Design and Construction manages the program. The CSU FMI is only available to CSU personnel and related auxiliary staff as its training programs deal with business practices that are pertinent to the CSU.