








Admin/Fiscal Track

March 1, 2010

Time	Class	Presenter
10 am - Noon	Excel, Pivot Tables, Graphs, Formulas	 <p>New Horizons: With over 300 centers in 60 countries, New Horizons is the worlds largest independent IT training company. Over the past 25 years, New Horizons has delivered a full range of IT training and business skills training through innovative learning methods that have transformed businesses and helped over 25 million students reach their goals.</p>
Noon - 1 pm	Lunch	
1 - 5 pm	Excel, Pivot Tables, Graphs, Formulas	

March 2, 2010


Time	Class	Presenter
8 - 9 am	Orientation of EAP Benefits	 <p>Robin LaRocque Deer Oaks EAP SONM: Ms. LaRocque has been the licensed professional Clinical Counselor for 5 years with EAP. Robin's experience and education in the area of employment assistance is extensive. She has a Master's of Science in Counseling and Psychology from Troy State University (Holloman AFB, NM) and a Bachelor of Science in Business Management from Golden Gate University (George AFB, California).</p>
9 - 9:45 am	Southwest Border Update	 <p>Kelly Kuenstler, AODA: Kelly Kuenstler is the Director of the Administrative Office of the District Attorneys. She has worked with prosecution and law enforcement organizations since 1988. Kelly has extensive knowledge and experience in grants - writing, reporting and administration. She has a Bachelor of Science in Criminal Justice and Sociology and a Masters in Public Administration from New Mexico State University.</p>


10 am - Noon	Sexual Harassment	 <p>Janice Hightower: Janice Hightower has been a State of New Mexico employee since 1978 and is currently the EEO officer with the Department of Public Safety. Janice has had extensive training in and experience with Civil Rights Compliance. She specializes in Policy Development and Program Design and is a creative/intuitive mediator/problem solver. Janice is an outstanding trainer/facilitator and Janice is a Licensed Clinical Mental-Health Counselor.</p>
Noon - 2 pm	<p>Training Luncheon- Professionalism Key Note Instructor\Roll out of Statewide Automated Victim Information and Notification Program</p>	 <p>Christopher Chiles, President, National District Attorneys' Association Mr. Chiles obtained his JD from West Virginia University College of Law in 1980. Since then, he has been involved in prosecution efforts for 27 years, currently serving as the Elected Cabell County Prosecuting Attorney. Mr. Chiles is an adjunct professor at Marshall University and he teaches prosecution courses at the National Advocacy Center. Mr. Chiles was elected President of the National District Attorneys' Association in 2009.</p>
2:00 - 3:30 pm	Classification/Compensation Update	 <p>Kelly Kuentler, AODA: Kelly Kuentler is the Director of the Administrative Office of the District Attorneys. She has worked with prosecution and law enforcement organizations since 1988. Kelly has extensive knowledge and experience in grants - writing, reporting and administration. She has a</p>

		<p>Bachelor of Science in Criminal Justice and Sociology and a Masters in Public Administration from New Mexico State University.</p> <p>Jeff Varela:</p> <p>Jeff Varela is a retired State of New Mexico employee having served in the judicial and executive branches of state government. His experience and knowledge in management, job classification and compensation and organization development is extensive. He serves on the NM Retiree Health Care Authority Board and on several government advisory committees. Jeff is trained and provides job evaluation training, utilizing the world recognized Hay Classification/Compensation methodology. Jeff also served as District Office Manager of the 2nd Judicial District Attorney's Office from 1997-2000.</p>
3:45- 4:45 pm	Emergency Preparedness Sheltering in Place.... Office or Home	<p>Bobby Ann Dictson, NM State University</p> <p>Ms. Dictson is a Specialist in the Southwest Border Food Safety & Defense Center. She is employed with the Office of Biosecurity, New Mexico State University, College of Agricultural, Consumer Environmental Sciences, Cooperative Extension Service.</p>

March 3, 2010

Time	Class	Presenter
8 am - 10 am	<p>Closing Purchase Orders Training on the Itemized Schedule of Travel Expenses</p> <ul style="list-style-type: none"> • Prepaid Travel Advance • Travel Advance Closeout 	<p>Jospehine Roberts – DFA Financial Control Erika Dominguez – DFA Financial Control Jolene Gonzales – DFA Financial Control DFA: Goals and Objectives</p>

	<ul style="list-style-type: none"> • (State Owes State) Travel Advance Closeout (Employee Owes State) • Warrant Cancellation for Travel 	<p>To maintain a central system of state accounts: to devise, formulate, approve, and control the accounting methods and procedures employed by state agencies; to ensure all financial transactions comply with state laws, rules, regulations by pre-auditing and approving all financial transactions, monitoring accounting practices; and to ensure compliance with the budgetary basis of accounting used by the state.</p>
10:15am- 12:00 pm	<p>DFA and FCD Support Unit Website Overview</p> <ul style="list-style-type: none"> • Model Accounting Practices • DFA Rules- White Papers • Security Form for Employee Access/Cance l Access into SHARE 	
12:00 - 1:00 pm	Lunch	
1:00pm-2:30pm	<p>Conflict Resolution and Respect in the Workplace</p>	<p>Robin LaRocque Deer Oaks EAP SONM:  Ms. LaRocque has been the licensed professional Clinical Counselor for 5 years with EAP. Robin's experience and education in the area of employment assistance is extensive. She has a Master's of Science in Counseling and Psychology from Troy State University</p>

		(Holloman AFB, NM) and a Bachelor of Science in Business Management from Golden Gate University (George AFB, California).
2:30-3:30	Surf Control: Understanding Web Filtering and Reports.	 <p>Jeff Montoya, AODA: Jeff is the Senior Systems Administrator for the Administrative Office of the District Attorneys. He has a Bachelors degree in Information Technology and has 8 years experience in networking, web development, and systems administration. Jeff began working for the 1st Judicial DA in 2001 and has been with AODA for the last 7 years.</p>