

UF/IFAS REC Administrative Staff Virtual Gathering - July 22, 2021

Opening Assembly	Welcome message followed by the keynote address by Mr. Patrick Grady 9:00 – 9:35 a.m.						
	Roundtable breakout session options for REC Administrative Staff					Farm & IT Staff Meetings 9:40 to 11:25 a.m. (1 hr. 45 min)	
Breakout Session Round #	Finance	Grants	Human Resources	Communications	Farm Manager Meeting	IT Coordinators Meeting	
	Administrative staff may follow the track associated with their work area or mix it up. Session recordings will be available in TEAMS afterwards so that registered attendees (only) may revisit a session or watch one they missed.						
Round 1 9:40 – 10:10 a.m. (pick one)	Guidelines for spending	Pre-Award Best Management Practices	9-month faculty and staff	Events: tips and dos and don'ts			
Round 2 10:15 – 10:45 a.m. (pick one)	My UF Market Place	Post-Award Best Management Practices (pt. 1)	Hiring & Volunteers	Communications: tips, resources, and best management practices			
10-minute break							
Round 3 10:55 – 11:25 a.m. (pick one)	Fiscal Responsibility	Post-Award Best Management Practices (pt. 2)	Employee Concerns	Student enrichment & networking opportunities			
Round 4 11:30 a.m. – 12:00 p.m. (pick one)	UFARM	Enterprise Analytics / Fiscal Responsibility Continued	Payroll & Reimbursements	Exchange Visitors	Environmental Health & Safety		