

**Subject Matter Experts for System Training Courses
(Listed Alphabetically by Course Title)**

Course Title	Course Description	Content SME	Legal SME
Coding Employee Terminations	This workshop provides training regarding the accurate use of termination codes to EPA creators and serves as a reference for all individuals involved in processing terminations.	TBA	Karen Royal Assistant General Counsel I (979) 458-6139 k-royal@tamu.edu
Conducting Effective Interviews	Designed to teach A&M System hiring supervisors how to conduct interviews effectively and fairly.	Joni Baker Director, Equal Opportunity & Diversity (979) 458-6203 jbaker@tamu.edu	Karen Royal Assistant General Counsel I (979) 458-6139 k-royal@tamu.edu
Creating a Discrimination-Free Workplace	Overview of A&M System policy on discrimination, including prevention of sexual harassment. Spanish version available. Required for all System employees.	Joni Baker Director, Equal Opportunity & Diversity (979) 458-6203 jbaker@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Disbursement of Funds	This course provides an overview of the guidelines for disbursement of funds. Required for personnel authorized to prepare and approve payments.	Teresa Round Senior Manager of Accounting, Budgets & Accounting (979) 458-6080 tround@tamu.edu	Jessica Scott Assistant General Counsel II (979) 458-6137 Jessica.Scott@tamu.edu
Ethics	Overview of A&M System ethics policy for A&M System employees. Spanish version available. Required for all System employees.	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
FERPA	This course explores issues regarding the Family Educational Rights and Privacy Act (FERPA) for those faculty and staff who handle student records and information.	Frank Ashley Vice Chancellor for Academic Affairs (979) 458-6070 FAshley@tamu.edu	Jessica Scott Assistant General Counsel II (979) 458-6137 Jessica.Scott@tamu.edu

**Subject Matter Experts for System Training Courses
(Listed Alphabetically by Course Title)**

Course Title	Course Description	Content SME	Legal SME
Hazard Communications	This course provides an overview of hazard labeling systems, reference materials, physical hazards, toxicology, and personal protective equipment.	Gordon Evans Environmental Manager (979) 458-6330 GEvans@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
HIPAA-Benefits Processors and HRC Users	This course addresses how benefits processors and other HRConnect Users must comply with HIPAA guidelines concerning the privacy and security of PHI for A&M System employees.	Ellen Gerescher Employee Benefits Manager (979) 458-6160 egerescher@tamu.edu	Brian Bricker Assistant General Counsel III (979) 458-6143 b-bricker@tamu.edu
HUB Purchasing Requirements	This course defines what a Historically Underutilized Business (HUB) is; describes why it is important to purchase from HUBs; and provides guidelines for purchasing from HUBs.	Don Barwick Manager, HUB and Procurement Programs (979) 458-6410 DBarwick@tamu.edu	Katherine Knight Assistant General Counsel II (979) 458-7461 KKnight@tamu.edu
Information Security Awareness	Covers safe computing practices; related policies and laws; recognizing and responding to security concerns.	David Sustaita Lead IT Policy & Security Programs Administrator Computing Information Systems (CIS), TAMU (979) 847-8896 das@tamu.edu	Warren DeLuca Assistant General Counsel II (979) 458-6154 WJDeLuca@tamu.edu
Management Overview for New Supervisors	Provides a brief overview of management within the A&M System, including what management means, what to expect when you become a manager & resources for managing more effectively.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Managing Employee Performance	Covers year-round performance management and how to prepare for and conduct annual performance appraisals.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu

**Subject Matter Experts for System Training Courses
(Listed Alphabetically by Course Title)**

Course Title	Course Description	Content SME	Legal SME
Orientation to the A&M System	Provides a brief introduction to A&M System structure and governance and an overview of System policies and regulations. Required for all new System employees.	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Payment Card Industry Data Security Standard	This course reviews the Payment Card Industry Data Security Standard and how the A&M System meets each requirement of the Standard.	Elaine Welch Senior Treasury Analyst (979) 458-6326 ewelch@tamu.edu	Jessica Scott Assistant General Counsel II (979) 458-6137 Jessica.Scott@tamu.edu
Position Descriptions	Overview of position descriptions, including what a position description is, how PDs are used, the PD review process, and how to complete a PD form.	Merlissa Alfred Human Resources Administrator (979) 458-6177 m-alfred@tamu.edu	Karen Royal Assistant General Counsel I (979) 458-6139 k-royal@tamu.edu
Positive Management of Performance Problems	Covers how to address employee performance problems and to administer discipline when needed.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Problem-Solving for Supervisors	A scenario-based course that allows learners to play the role of a new manager encountering some typical supervisory challenges.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Reporting Fraud, Waste and Abuse	Provides training on identifying and reporting fraud, waste and abuse. Required for all employees as part of the A&M System's fraud prevention program and Executive Order RP36.	Robin Woods Manager, Investigative Audit Services (979) 458-7140 Robin-Woods@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
Retention of State Records	This course covers the legal and A&M System requirements for records retention, including state law and System Regulation 61.99.01	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu

**Subject Matter Experts for System Training Courses
(Listed Alphabetically by Course Title)**

Course Title	Course Description	Content SME	Legal SME
Sexual Harassment: What Supervisors Need to Know	Covers recognizing sexual harassment and handling sexual harassment issues in the workplace.	Joni Baker Director, Equal Opportunity & Diversity (979) 458-6203 JBaker@tamu.edu	Brooks Moore Assistant General Counsel III (979) 458-6144 rbm@tamu.edu
System Aircraft Basics	Overview of A&M System aircraft operations and procedures for employees who use or reserve System aircraft.	System Aircraft Operations (979) 845-8181	Eddie Gose Assistant General Counsel IV (979) 458-6145 e-gose@tamu.edu
Time Off Issues for Employees	Overview of leave and comp time policies for A&M System employees.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Karen Royal Assistant General Counsel I (979) 458-6139 k-royal@tamu.edu
Time Off Issues for Supervisors	In-depth course about leave and comp time policies for supervisors and leave coordinators.	Patti Bonneson Director, Human Resources (979) 458-6169 pbonneson@tamu.edu	Karen Royal Assistant General Counsel I (979) 458-6139 k-royal@tamu.edu
Courses Under Development			