

**Fredonia
Secretarial/Clerical Professional Development Group
2017 Fall Conference
Friday, October 6 at the College Lodge**

turkey and gravy, lasagna swirls, assorted fall cut out cookies, water, coffee, and soda

8:30 a.m. to 9:00 a.m.	Registration and Refreshments
9:00 a.m. to 9:30 a.m.	<i>Introductions/Ice Breakers with Sue Murphy, EAP Coordinator</i>
9:30 a.m. to 10:15 a.m.	<i>Fredonia Events Calendar Demo & Q&A</i> Jeff Woodard, Director of Marketing And Communications
10:15 a.m. to 10:30 a.m.	Break
10:30 a.m. to 12:00 p.m.	<i>The New Face of Addiction: The Average American Teenager</i> Presented by Jessica L. Hutchings, LMSW Face 2 Face Program Director, Kids Escaping Drugs
	The opiate epidemic is running rampant in WNY. We lose at least one person every single day to a fatal overdose, and many of those fatalities are young people. Learn about the ever changing signs, symptoms and trends of substance abuse among teenagers and young adults. Popular substances will be discussed as well as common warning signs and symptoms of use. Attendees will also learn about services available in WNY to assist young people who are using. The presentation will conclude with a personal perspective of a parent whose child struggled with addiction and an opportunity for Q&A.
12:15 p.m. to 1:15 p.m.	Lunch – mixed green salad, garlic mashed potatoes, seasonal grilled vegetables, sliced

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 – Terry Brown, Provost and Vice President for Academic Affairs

1:45 p.m. to 3:45 p.m.

Afternoon Sessions - See Insert

3:45 p.m.

Door Prizes (must be present to win)

Welcome:

*Cynthia Dietzen, Office Assistant I – Facilities Services
Alicia Klepfer, Office Assistant II – Accounts Payable
Kim Mescall, Office Assistant II – Registrar's Office
Anna Rauker, Office Assistant II – Student Accounts
Cynthia Szal, Office Assistant II – Youngerman Center
Jaime Yeskey, Office Assistant II – Health Center*

Promotions & Transfers:

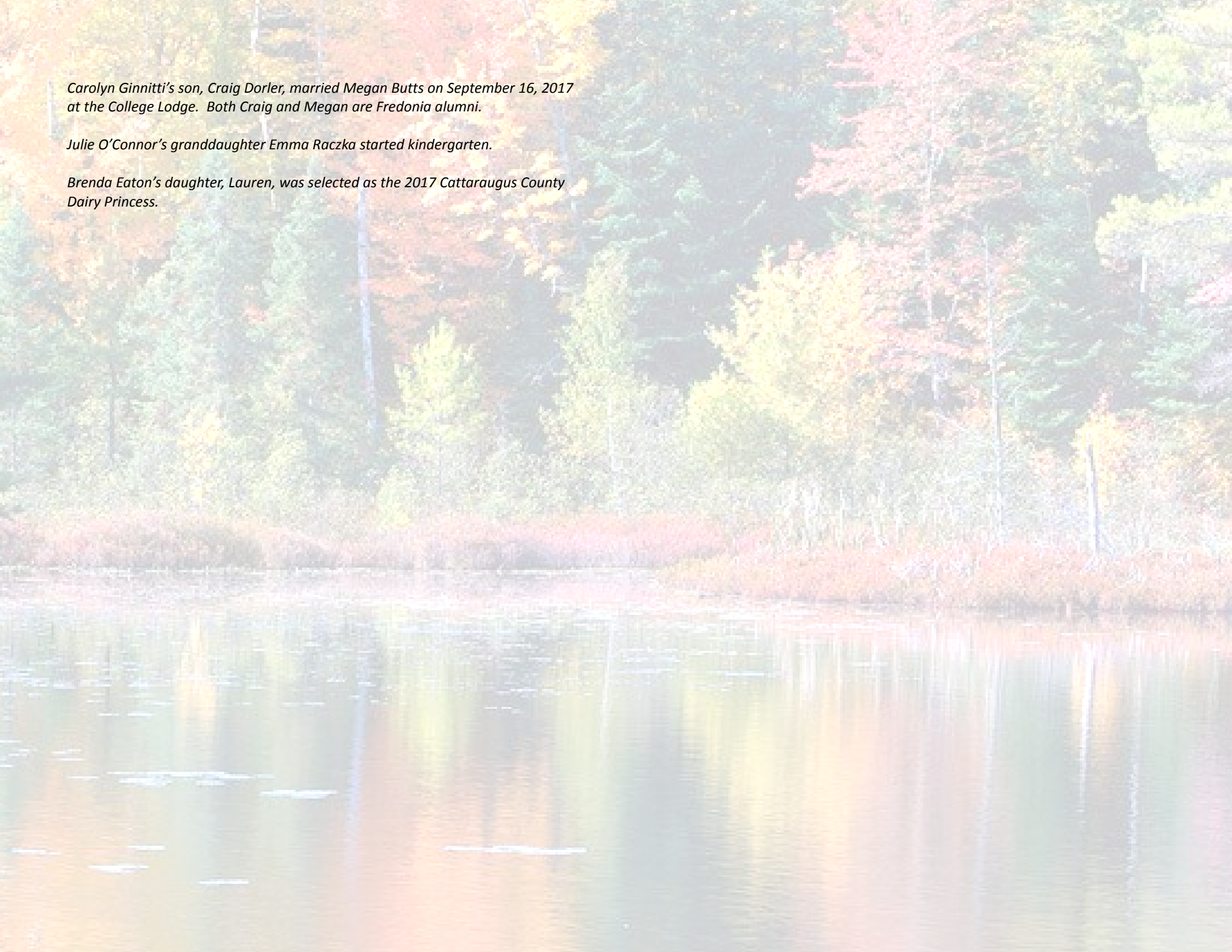
*Carol McKinnis, Office Assistant II – Registrar's Office
Jody Myers, Office Assistant II – University Services
Nicole Raynor, Office Assistant II – Mailroom/Copy Center
Jennifer Szymanski, Secretary I – Educational Development Program
Stephanie Teachman, Secretary I – Computer and Information Sciences*

Good News:

Carolyn Ginnitti's son, Craig Dorler, married Megan Butts on September 16, 2017 at the College Lodge. Both Craig and Megan are Fredonia alumni.

Julie O'Connor's granddaughter Emma Raczka started kindergarten.

Brenda Eaton's daughter, Lauren, was selected as the 2017 Cattaraugus County Dairy Princess.





*Suggestions are greatly appreciated.
If you have any suggestions or would like to be a
committee member, you may contact any
of the committee members listed below:*

*Tammy Bankoski
Leah Betts
Brenda Eaton
Tracy Horth, Chair
Becky Krzyzanowicz*

*Debbie Lanski
Maureen Machemer
Julie O'Connor
Janet Parsons
Joan Schnur*

Special Thanks to the:

Poummit Award Selection Committee

*Patricia Anderson (retired)
Tammy Bankoski
Diana Beckwith
Deb Cambria (retired)*

*Amy Jo Dorler
Brenda Eaton
Judy Horowitz
Mindy Ostrander*

Saletta Award Selection Committee

*Karen Begier
Kathy Dyckes (retired)
Tracy Horth
Dawn Hunt
Deborah Lanski*

*Karen Porpiglia (retired)
Robyn Reger
Lisa Schrantz
Mike VandeVelde (retired)
Lois Valentine (retired)*



State University of New York at Fredonia

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