

October 25, 2018

MEMORANDUM

TO: All District 12 Extension Agents

SUBJECT: District 12 Fall Faculty Conference
November 13 – 15, 2018

Our annual District 12 Fall Faculty Conference will be held **November 13 – 15, 2018** at the Texas A&M AgriLife Research and Extension Center at Weslaco. A draft agenda has been enclosed for reference and planning purposes. The agenda is subject to change as topics and speakers are finalized.

We will be taking professional faculty photos on Wednesday morning which will be used for district publications, website, and other business uses. Each agent taking a photo will get an electronic copy for use locally. Dress is business professional on this day.

Registration for all Agents will be \$85 to cover meals and meeting expenses – the rise in the fee is to offset the cost of the Basic First Aid Certification Training through Knapp Medical Center. Online registration will be conducted through Texas A&M AgriLife Conference Services at <https://agriliferegister.tamu.edu/D12> and opens next week. A late registration fee of \$15 will be assessed to anyone registering after November 9th including onsite registrations which will be taken by credit card only.

Lodging: We recommend the following state contract hotel. Please remember to provide the hotel tax exemption form upon check-in.

Holiday Inn Express

421 South International Blvd, Weslaco, Texas

(956) 973-2222

State Rate: \$88.00

Limited block of rooms available through Nov 6th under reference code: **"TAM"**

This letter shall serve as your authorization to travel to Weslaco from November 13-15, 2018 as needed in support of this conference and charge your travel expenses to a local or designated travel account. Please contact me if you have any questions about this meeting.

Sincerely,



Ruben J. Saldaña, Ed.D.
District Extension Administrator

RJS:lg

cc: Dr. Jeff Ripley
Todd Swift
Jana Osbourn
Luis Saldaña
District 12 Extension Specialists
Dr. Juan Landivar



PRAIRIE VIEW
A&M UNIVERSITY
COLLEGE OF AGRICULTURE
AND HUMAN SCIENCES

District 12 Fall Faculty Meeting

November 13-15, 2018

Texas A&M AgriLife Research & Extension Center at Weslaco

AGENDA

Tuesday, November 13 (Business Casual)

- 1:00 pm Arrival & Registration – Foyer
- 1:30 Welcome & Overview – Auditorium
- Basic First Aid Certification Training
- Knapp Medical Center
- 4:30 Professional Association Meetings
 - TCAAA (Auditorium)
 - TEAFCS (Research Conference Room)

Wednesday, November 14 (Business Professional)

- 8:00 am Registration
- 8:00 – 11:00 Faculty Photos (Professional Dress)
- 8:30 Business Etiquette
 - Dr. Jacquelyn White, Program Leader for Family & Consumer Sciences, PVAMU (CEP)
- 10:00 Program Success Highlights (ANR Programs) – Todd Swift
- 10:45 Break
- 11:00 Customer Service: Going the Extra Mile to Satisfy Our Clientele
 - Roy DeLeon, Branch Manager, BBVA Compass Bank, Mercedes
- 12:00 pm Recognition Luncheon (Foyer)
- 1:00 Award Presentation (Auditorium)
- 1:30 Writing Your In-Depth Summaries for 2018
 - Todd Swift & Jana Osbourn, Regional Program Leaders
- 2:30 Break

Wednesday, November 14 (continued)

3:00 Active Shooter Training & Emergency First Aid
– Rick Garcia, Senior Deputy & Active Shooter Training Instructor
Hidalgo County Sheriff's Department

**Breaks to be taken as needed*

5:00 TAE4HA Meeting - Auditorium

6:00 Dr. Enrique Perez Retirement Celebration – Location TBD
Social @ 6:00 pm, Dinner at 7:00

Thursday, November 15 (Business Casual – Agency Branded Shirts)

8:00 am Coffee & Juice

8:30 District 12 Faculty & Staff Group Photo for 2018

9:00 Administrative Update
Ruben Saldana, District Extension Administrator

Program Success Highlights (FCH Programs) – Jana Osbourn

Approaching Donors
- Brandy Kines, Texas A&M Foundation

The Ideal Team Player
- Ruben Saldana

12:00 pm Adjourn – Safe Travels